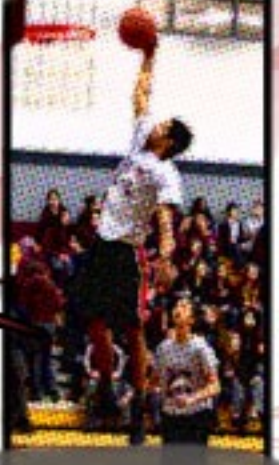
# SAINT MICHAEL

CATHOLIC HIGH SCHOOL



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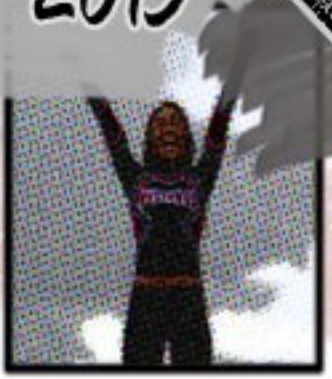
1989 - 2014

SAINT MICHAEL

EXCELLENCE IN YOUTH EDUCATION

2014 / 2015



# Student Information
# 2014-2015
Identification

| | |
|---|---|
| Name: | |
| Phone No.: | |
| Address: | |
| E-Mail Address: | |
| Locker No.: | |

| ***Regular Schedule*** | |
|---|---|
| Period | Time |
| Period 1 | 08:10 - 09:30 |
| Period 2 | 09:35 - 10:50 |
| Period 3ab | 10:55 - 12:10 |
| Period 3bc | 11:40 - 12:55 |
| Period 4 | 01:00 - 02:15 |
| 3A Early Lunch | 10:55 - 11:35 |
| 3C Late Lunch | 12:15 - 12:55 |

| ***Period 2 Assembly*** | |
|---|---|
| Period | Time |
| Period 1 | 08:10 - 09:15 |
| Period 2 | 09:20 - 10:20 |
| Assembly | 10:20 - 11:20 |
| Period 3ab | 11:25 - 12:25 |
| Period 3bc | 12:10 - 1:10 |
| Period 4 | 01:15 - 02:15 |
| 3A Early Lunch | 11:25 - 12:05 |
| 3C Late Lunch | 12:30 - 01:10 |

| ***D. E. A. R. Schedule*** | |
|---|---|
| Fridays | |
| Period 1 | 08:10 - 9:24 |
| Period 2 | 09:29 - 10:37 |
| Period 3ab | 10:42 - 11:50 |
| Period 3bc | 11:22 - 12:30 |
| DEAR | 12:35 - 01:05 |
| Period 4 | 01:05 - 02:15 |
| 3A Early Lunch | 10:42 - 11:22 |
| 3C Late Lunch | 11:55 - 12:30 |

| ***Period 4 Assembly*** | |
|---|---|
| Period | Time |
| Period 1 | 08:10 - 09:15 |
| Period 2 | 09:20 - 10:20 |
| Period 3ab | 10:25 - 11:25 |
| Period 3bc | 11:10 - 12:10 |
| Period 4 | 12:15 - 1:15 |
| Assembly | 01:15 - 02:15 |
| 3A Early Lunch | 10:25 - 11:05 |
| 3C Late Lunch | 11:30 - 12:10 |

| ***Period 1 Assembly*** | |
|---|---|
| Period | Time |
| Period 1 | 08:10 - 09:15 |
| Assembly | 09:15 - 10:15 |
| Period 2 | 10:20 - 11:20 |
| Period 3ab | 11:25 - 12:25 |
| Period 3bc | 12:10 - 1:10 |
| Period 4 | 01:15 - 02:15 |
| 3A Early Lunch | 11:25 - 12:05 |
| 3C Late Lunch | 12:30 - 01:10 |

Editor:
Communications Technology Class
TGJ2o, TGJ4m

Mr. Mayer

Emilee Hurst
Felix Abcede
Nicole Whitehead
Damian Van Der Klugt

# Table of Contents


STM Mission Statement 03
Principal's Message 04

Distinctiveness of Catholic School 05
Catholic Graduate Student Expectations 06

Parent Pages 09
What to do if.....? 12
Staff List 13
Student Council 14
Code of Conduct 15
Safe Schools 19

STM Policies & Procedures
- Academic Achievement 23
- Academic Integrity 26
- Advertising 27
- Alcohol/Drugs 27
- Anaphylaxis 28
- Announcements 28
- Assemblies 28
- Attendance 28
- Award Eligibility 30
- Bottled Water Policy 30
- Buses 30
- Cafeteria / Lunch 31
- Christian Community Service 31
- Co-Curricular Activities 33
- Dances 35
- D. E. A. R. 36
- Detentions 36
- Diabetes Management Policy 37
- Drugs 37
- Educational Field Trips 37
- Electronic Communication 38
- Elevator 40
- Equity & Inclusive Education 41
- Examinations 42
- Fire Alarm/Drills 42
- Forgery and Impersonation 42
- Hallway Conduct 42
- Homework Request 42
- Illness at School 43
- Knapsacks 43
- Liturgies / Retreats 43
- Lockers 43
- Loitering 43
- Medication 43
- Messages for students 43
- Parking 44
- P3-Pathways 44
- Pay Phone 44
- Plagiarism 44
- Printing 44
- Religion 44
- Saint Michael Info Centre 45
- Signs of Affection 45
- Smoking 45
- Sound Producing Equipment 46
- Student Drop-Off / Pick-Up 46
- Surveillance Cameras 46
- Textbooks / Materials 46
- Threat & Risk Assessment 46
- Uniform Policy 47
- Vacations 51
- Visitors 51

School Map First Floor 52
School Map Second Floor 53
MLA 54


SAINT MICHAEL MUSTANGS

# Saint Michael Catholic High School

## Mission Statement

"The Saint Michael Catholic High School Community is dedicated to the embodiment of Catholic ideals and beliefs for its students, staff and parents to the end that its graduates may carry with them learning that is Christ-centred and motivated by Christian principles."

"For in Him we live, and move and have our being." Acts 17:28

# Niagara Catholic District School Board

## Mission Statement

"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ."

# PRINCIPAL'S MESSAGE

***Saint Michael Catholic High School***
8699 McLeod Road, Niagara Falls, Ontario L2E 6S5
Phone: 905.356.5155 Fax: 905.356.6626
www.saintmichaelmustangs.com / www.youtube.com/stmhighschool
saint.michael@ncdsb.com

Dear Mustangs,

Welcome to another exciting year at Saint Michael. We are sure you are eager to return to Saint Michael, or to begin a new journey in your high school career. A very special welcome to our new Mustangs who are beginning their high school career at Saint Michael. We look forward to the outstanding contributions which all of you will make to our school. You have joined the excellent tradition of Catholic Education here at Saint Michael.

This year is a special one as we celebrate our 25th birthday as Saint Michael CHS opened its doors in September 1989. Please join us on Saturday, October 11, 2014 as we commemorate this milestone. Find our reunion facebook page by searching stm25threunion.

Saint Michael is a vibrant, friendly and caring community that has developed a strong academic reputation. Our school celebrates a welcoming and safe environment for students as characterized by a variety of programs and/or activities within the school. Our Safe Schools Team supported by numerous groups such as MOB (Mustangs Oppose Bullying), MSAID (Mustang Students About Impacting Decisions), The International Food Festival and welcoming staff create of culture of acceptance. In addition to providing a friendly and caring community, Saint Michael represents excellence. Our recent OSSLT score of 89% affirms that we put together an academic program of success while maintaining a very competitive co-curricular program and a diverse arts program. We look forward to many exciting and new beginnings. It is our sincere hope that we will all work and pray together to preserve and enhance the Saint Michael tradition.

Your faith in those who care for you such as your parents, teachers and clergy will provide the foundation for your future. As we move forward with our connections between School, Home and Church, let us remember God's gifts to us of Mind, Body and Spirit. Exercise those gifts to the fullest of our potential. Thoughtful community service and how you treat others is integral to these relationships. Please ensure that you bring us your best so that your success will be a critical building block for the success of our entire community.

This handbook contains valuable information for both parents and students. Education has always been a combined effort of the student, parents and school. Please take the time to review this handbook together to become familiar with the school's policies, procedures and student expectations. This book also includes a monthly school calendar of events as well as suggestions and tips for students to make your year as smooth and pleasant as possible.

On behalf of our entire Saint Michael staff, we wish you a blessed, fulfilling, and successful year at Saint Michael. Make this year your best one ever. For all information on Saint Michael including faith, academics, student services, athletics and all school events please visit us on the web at www.saintmichaelmustangs.com or follow us on twitter @saintmichaelCHS.

Mr. J. Whittard
Principal

# DISTINCTIVENESS OF THE CATHOLIC SCHOOL

## *Saint Michael Family Message*

Dear Parents and Guardians:

Welcome to a new school year at Saint Michael Catholic High School, especially to our new families. We would like to say how honoured we are to serve as co-Presidents of the Saint Michael Family.

The major role of the Saint Michael Family is to raise funds which go directly to support our students. We do this through our school sponsored bingo, our annual pasta dinner, Communion Breakfast and fundraiser event.

The money raised helps to finance our co-curricular activities as well as providing scholarships to our graduates.

Our meetings are held on the 2nd Wednesday of the month at 6 p.m. and details of our fundraising events are listed in your child's agenda.

You are welcome to come out to one of our meetings to learn more about our dedicated group and we invite you to become a part of our Saint Michael Family.

May this year be a successful one for all of our Saint Michael families, and may God, continue, to bless all of us.

Anna Racine and Mary Byers
Co-Presidents – Saint Michael Family – 2014/2015

## *(The Catholic School Trustee: Service & Stewardship in Christ, OCSTA. 1997)*

Despite their commonalities, a Catholic school differs from a public school in both foundation and substance.

Catholic schools have the rights to provide religious instruction, to teach Christian moral values, and to display religious symbols. The Catholic school is an integral part of the Church's mission to evangelize youth. Catholic parents freely choose to send their children to Catholic schools with the full expectation that they will be socialized into a faith community in which a Christ-centred approach is central to instruction in all subject areas.

Catholic schools develop in our youth a love of God and people, and appreciation of prayer and a moral foundation to help them as they journey through life. Catholic schools provide a complete academic program in an environment that integrates learning, religious instruction, gospel values, and spiritual formation into all aspects of the curriculum. The Catholic school is a faith community in which spirituality and practice of faith are lived out in the daily experiences of staff and students.

Formal teaching of our Catholic faith occurs through the Religious and Family Life Education programs. Religious instruction is not confined, however, to specific periods on a timetable. Subjects which deal with social issues, moral values, ethical decision-making and the impact of technological advances - i.e. history, science, environmental science, literature, economics and technology - are approached and taught from our Catholic beliefs, traditions and practices.

Spiritual formation is nurtured by the environment of the classroom and school. It is a place where religious symbols are displayed and respected, and expressions of prayer, scripture, and liturgy are part of daily life. It is important, therefore, that trustees, supervisory personnel, individuals in positions of responsibility, and the teaching staff understand, are committed to, and exemplify the vision of Catholic education.

# CATHOLIC GRADUATE EXPECTATIONS
## FOR ALL STUDENTS AT SAINT MICHAEL HIGH SCHOOL

Our unique character is in our vision of stewardship, extending God's presence into society. It is our hope that our graduates will be transformers of society. By their presence and by their faith they continue the mission of our schools and help to bring the Good News to all.

***"I would like to say something about Catholic education, to tell you why the church considers it so important and expends so much energy in order to provide you and millions of other young people with a Catholic education. The answer can be summarized in one word, one person, Jesus Christ. The church wants to communicate Christ to you.***

***This is what education is all about, this is the meaning of life: to know Christ. To know Christ as a friend… When you wonder about the mystery of yourself, look to Christ who gives you the meaning of life. When you wonder what it means to be a mature person, look to Christ who is the fullness of humanity."***

***- Pope John Paul II***

In 1997-98 the Ontario Catholic School Graduate Expectations were written by the Catholic education community, for the Catholic education community, in order to guide writers in designing curriculum for Catholic schools. Since that time, as noted by Sr. Joan Cronin, Catholic educators have continued to ask:

**"What would the ideal Catholic school student look like?"**
**"What habits of thought and action would such a student have acquired by the time of graduation?"**

Focusing on these questions has been a great way to develop a shared vision for integrating the church's teaching into Catholic curriculum. The Saint Michael Catholic High School staff strive to enable students to achieve the following expectations

### *1. A discerning believer formed in the Catholic community who:*

- illustrates a basic understanding of the saving story of Christian faith;
- participates in the sacramental life of the church and demonstrates an understanding of the centrality of the Eucharist to Catholic Life;
- actively reflects on God's Word as communicated through the Bible;
- develops attitudes and values founded on Catholic social teaching and acts to promote social responsibility, human solidarity and the common good;
- speaks the language of life (i.e. recognizes that life is an unearned gift and that a person entrusted with life does not own it but that one is called to protect and cherish it);
- seeks intimacy with God and celebrates communion with God, others and creation through prayer and worship;
- respects the faith traditions and spiritual journey of other world religions;
- understands that one's purpose or call in life comes from God and strives to discern and live out this call throughout life's journey; and
- recognizes that life's journey includes moments of brokenness and sin and that Jesus, the risen Christ and human face of God, is at the heart of redemption.

# CATHOLIC GRADUATE EXPECTATIONS

### *2. An effective communicator who:*

- Listens actively to understand and learn;
- Listens critically in light of gospel values;
- Reads, understands and uses written materials effectively;
- Presents information and ideas clearly and honestly and with sensitivity to others;
- Writes and speaks fluently one or both of Canada's official languages; and
- Uses and integrates the Catholic faith tradition in the critical analysis of the arts, media, technology and information systems to enhance the quality of life.

### *3. A reflective and creative thinker who:*

- recognizes that the world is more blessed than broken and that how is essential ingredient in meeting life's challenges;
- innovates, creates, evaluates new ideas in light of the common good;
- thinks reflectively and creatively to evaluate situations and solve problems;
- makes decisions in light of gospel values with an informed moral conscience;
- adopts a holistic approach to life by integrating the learning from various subject areas and experience; and
- examines and evaluates interdependent systems (e.g. physical, political, ethical, socio-economic and ecological) for the development of a just and compassionate society.

### *4. A self-directed, life long learner who:*

- demonstrates a confident and positive sense of self and respect for the dignity and welfare of others;
- demonstrates flexibility and adaptability;
- takes initiative and demonstrates Christian leadership;
- responds to, manages, and constructively;
- influences change in a discerning manner;
- sets appropriate goals and priorities in school, work and personal life;
- applies effective communication, decision-making, problem-solving, time and resource management skills;
- examines and reflects one's personal values, abilities and aspirations influencing life's choices and opportunities; and
- participates in leisure and fitness activities for a balanced and healthy lifestyle.

### *5. A collaborative contributor who:*

- works effectively as an interdependent team member thinks critically about the meaning and purpose of work;
- develops one's God-given potential and makes a meaningful contribution to society;
- finds meaning, dignity, fulfillment and vocation in work which contributes to the common good;
- respects the rights, responsibilities and contributions of self and others;
- exercises Christian leadership in the achievements of individuals and group;
- achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others; and
- applies skills for employability, self-employment and entrepreneurship relative to Christian vocation.

# CATHOLIC GRADUATE EXPECTATIONS

### *6. A caring family member:*

- relates to family members in a loving, compassionate and respectful manner;
- recognizes human intimacy and sexuality as God-given gifts;
- values and honours the important role of the family in society;
- demonstrates respect for life; and
- ministers to the family, school, parish, and wider community through service.

### *7. A responsible citizen who:*

- acts morally, ethically and legally as a person formed in the tenets of the Catholic faith;
- accepts accountability for one's own action;
- seeks for and grants forgiveness;
- promotes the sacredness of life;
- witnesses Catholic social teaching by promoting issues of justice and peace espects and affirms the diversity and interdependence of the world's people and cultures; and
- exercises the rights and responsibilities of Canadian citizenship.

There continues to be a variety of ways for parents to remain involved with their child's education in high school. The Provincial Code of Conduct indicates the following that parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues.

There are other more formal opportunities for parents to make contributions to the school such as the Saint Michael Catholic School Council, the Saint Michael Family, and the Saint Michael Bingo Committee.

# PARENT PAGES

## *Catholic School Council*

The Catholic School Council is an advisory body. The advice provided by the Council shall be in keeping with the Mission Statement of the Board and the School. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic Education and respective of the Faith and Traditions of the Catholic Church.

Parent(s)/guardian(s) form the majority of the council. Other members include a community representative, parish priest, a student representative, a teacher who has been elected by teachers, a non-teaching staff member who has been elected by non-teaching staff, and the Principal. Any parent who wishes to be a member of the Catholic School Council is encouraged to self-nominate for a position. Nomination forms were mailed with the June 2014 report card and are available in the main office.

## *Saint Michael Family*

The Family strives to provide assistance spiritually, financially and socially to the Saint Michael community and always welcomes support and suggestions.

Some of the Family's annual contributions include the organization of the Communion Breakfast, Pasta Night, Bake Sale, and the luncheon for our Grade 12 students. It also contributes to the Pilgrimage and Bingo Fundraising.

Over the past year, the Saint Michael Family donated approximately $15,000 to various organizations and school sports within the school. These included such things as the school newspaper, boys' and girls' hockey tournaments and ice time, basketball tournaments, the drama production, Pilgrimage, graduation bursaries, and the many aspects of the ongoing school beautification.

New members are always welcome. Please contact Ms. Anna Racine at 905-358-3412 for further information.

## *Saint Michael Bingo Committee*

The Bingo Committee/Family Council invites parents to join Rosa Gregorio raise funds for student co-curricular activities such as football, hockey, soccer, drama, skiing, weight training, basketball, etc. It involves only a few hours of time; approximately nine times a year on Sunday mornings (9:00 a.m. - 11:30 p.m.) at Delta Monte Carlo Bingo, 4735 Drummond Rd., Niagara Falls. Volunteers are needed. If interested, please contact Rosa Gregorio at (905) 354-8474. Parents are encouraged to support this fun activity!

# PARENT PAGES

## *Reporting Dates for 2014-2015 School Year*

1. Early warning reports for all Grade 9 students and any Grade 10 to 12 students who are at risk of failing a course will be sent home on September 22nd, 2014 and February 19th, 2015.

2. In preparation for earlier Parent-Student-Teacher Conferences, updated MarkBook Student Reports are to be sent home with all students on;

   ***Semester One MarkBook – October 15th, 2014***
   ***Semester Two MarkBook – March 27th, 2015***

3. Parent-Student-Teacher Conferences are to be:

   ***Semester One – Thursday, October 23, 2014, 5:00 p.m. to 8:00 p.m.***
   ***Semester Two – Thursday, April 9th, 2015, 5:00 p.m. to 8:00 p.m.***

4. Additional monthly MarkBook Student Reports are to be provided to each student on:

   ***December 8th, 2014***
   ***January 22nd, 2015***
   ***May 22nd, 2015***
   ***June 15th, 2015***

5. Ministry of Education Mid-Term Provincial Report Card marks will be sent home on:

   ***Semester One – November 20th, 2014***
   ***Semester Two – April 28th, 2015***

### *COMMUNICATION*

Communication of student progress to both the student and their parents is essential in ensuring academic success. One of the ways that this can accomplished is through the use of regular Markbook printouts which are supplied to the student at various dates throughout the semester. The printouts are to be brought home to parents. Teachers may request that the printouts be returned, signed by a parent, so that the teacher is sure that parents, have received, and are aware of their child's academic progress.

Teachers will initiate contact with parents for a variety of academic/behavioural reasons. Parents should feel free to initiate contact the teacher at any point during the semester either via phone or email.

### *CONCERNS*

Parents are to address classroom concerns directly to the classroom teacher prior to contacting administration. Anonymous complaints/concerns or unsigned letters will not be entertained.

### *ENCOURAGING YOUR TEENAGER TO ATTEND MASS*

The teenage years can be a challenging time. It is a time when parental guidelines, family traditions, and values are questioned.

While it may be a time of turmoil for both the adolescent and the parent, it is a normal part of human development and of growing into adulthood.

# PARENT PAGES

During a time when going to Mass may be challenged, you might find these suggestions helpful:

- Encourage your teenager to attend Mass and be confident that attendance at Mass will continue.
- If you feel challenged, recognize that questioning is frequently caused by a desire or greater understanding. Affirm your teenager's right to reflect critically and responsibly.
- Encourage your parish to welcome young people into its communal life. Invite your son or daughter to become involved.
- Show your commitment to the Eucharistic celebration and to your parish community by regular participation. Your example of prayer, involvement, and faith is a model for your teenager.
- Finally, trust that God is with you and your teenager. So be patient, and support your son/daughter in prayer as he/she journeys through theses challenging teen years.

*Reprinted with permission from OECTA (Ontario English Catholic Teachers Association).

# WHAT DO I DO IF.....???

***I AM ABSENT FROM SCHOOL?***
Have a parent call the school, the night before or by 7:30 a.m. the following morning. If contact is not made between home and school, a call will go home in the evening from the attendance computer requesting contact.

***I AM LATE FOR SCHOOL?***
If you arrive before 8:30 a.m., report directly to your period 1 class. Sign in at the Attendance Office to get a late slip upon arriving to the school after 8:30 a.m. or at any other point during the day.

***I HAVE TO LEAVE DURING THE DAY?***
Bring a note from your parents to the Attendance Office before 7:45 a.m. to obtain a dismissal slip then when you leave the school sign out at the attendance office. If you return the same day, sign in upon your return.

***I NEED TO USE THE PHONE?***
Use the pay phone near the Main Office, Supported Learning Classroom (room 106) or come to the Attendance Office if it is an emergency.

***I FIND A COURSE (OR COURSES) TOO DIFFICULT/ EASY?***
First talk to your subject teacher and your parents. Then make an appointment to see a Guidance Counselor in Student Services. You must have 24 credits before you may have a Study Period.

***I WANT TO CHANGE MY TIMETABLE?***
Consult a Guidance Counselor.

***I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?***
See the Principal, Vice-Principal, Guidance Counselor, Child and Youth Worker or the Chaplain.

***I FEEL TOO ILL TO STAY IN CLASS?***
Ask for permission to go to the office. Arrangements will be made to have your parent(s)/ guardian(s) pick you up. The school nurse will be at the school one day a week. Appointments to see the nurse must be booked through the guidance secretary.

***I LOSE SOMETHING OF VALUE?***
Check the Lost and Found in the Main Office. Put your name in all your books and valuables. Do not give out your lock combination to anybody! NEVER BRING VALUABLES TO SCHOOL OR THE CHANGE ROOM AND ALWAYS KEEP YOUR MONEY ON YOUR PERSON!

***I LOSE MY LOCK?***
Buy a new Dudley lock in the Attendance Office for $10.00.

***I SUSPECT THEFT?***
See the Principal or Vice-Principal immediately.

***I OBSERVE VANDALISM OR PROPERTY DAMAGE?***
See the Principal or Vice-Principal immediately, or contact the school's safe school hotline (ext. 7233 SAFE) or call after-hours and leave a message.

***I NEED TO CONTACT MY CHILD BY PHONE?***
Please telephone the main office and your child will be taken out of class but DO NOT call your child's cell phone if he/she is in class.

# STAFF LIST

**Principal:** Mr. James Whittard
**Vice-Principal:** Mr. Antonio Soare
**Vice-Principal**: Mrs. Frances Brockenshire

## PROGRAM CHAIRS

**Phys. Ed/Co-Curricular**
Carter, B.

**Science**
Caruso-Leitch, F.

**Special Education**
Casburn, M.

**Business/Technological Studies**
Cianflone, P.

**Religion**
DeCicco, F.

**Mathematics**
Kirkup, S. & Milinkovich, J.

**English/ESL/Literacy**
Serravalle, D.

**Social Science**
Serravalle, L.

**Arts**
Yablo, S.

**Language Arts**
Rees, R.

**Student Services**
Zanutto, C.

**CHAPLAIN**
Smith, J.

**CHILD YOUTH WORKER (CYW)**
Rolland, A.

**EDUCATIONAL ASSISTANTS**
Akeroyd, M.
Doak, G.
Holcombe, F.
McCarthy, B.
Nywening, P.
Procopio, T.
Putman, T.
Ruml, P.
Tufts, J.
Young, D.

**OFFICE STAFF**
Conway, S.
D'Amelio, MJ.
Della Valle, C.
LeVasseur, T.

**SUPPORT STAFF**

**Head Caretaker**
Ferraro, F.

**Information Centre**
Bologna, J.

**Information Technology Ass.**
Bartol, T.

**School Nurse**
Argiropoulos, S.

**School Police Liason**
Constable Brian Knight

## ACADEMIC STAFF

| | | | | |
|---|---|---|---|---|
| Allen, R. | Casburn, M. | DiPietro, P. | Mayer, A. | Spencer Hill, R. |
| Arghittu, M. | Charette, J. | Duns, B. | Milinkovich, J. | Vaiana, T. |
| Armstrong, J. | Chmiel, J. | Etzl, D. | Mills, R. | Veloce, L. |
| Baldassarro, V. | Cianflone, P. | Formica, C. | Oort, J. | Yablo, S. |
| Benoit, A. | Ciccarelli, J. | Forte, C. | Pietrangelo, V. | Zanutto, C. |
| Bobyk, R. | Cockburn, M. | Girardo, T. | Putman, J. | |
| Bomberry, K. | Connor, K. | Gugliemi, J. | Rapattoni, M. | |
| Bonadie, J. | Cormier, J. | Hart, J. | Rees, R. | |
| Candeloro, B. | Cristelli, T. | Hunter, S. | Ricci, P. | |
| Carmichael, J. | DeCicco, F. | Imre, M. | Saltarelli, A. | |
| Carbonara, K. | DeMarchi, D. | Kelly, G. | Scozzafava, D. | |
| Carter, B. | DiFrancesco, P. | Kirkup, S. | Scozzafava, M. | |
| Carter, K. | DiMercurio, P. | Luccheta, L. | Serravalle, D. | |
| Caruso, F. | Disley, C. | Marcheterre, J. | Serravalle, L. | |

## *STUDENT COUNCIL 2014-2015*

**President**
Austin Ferguson
**Vice President**
Sifar Halani
**Student Senate Representative**
Thomas Mingle
**Administrative Representative**
Kaitlyn Willick
**Spiritual Coordinator**
Kazzel Vibar
**Financial Coordinators**
Katie Downey
**Sr. Social Coordinator**
Kayla Pascente
**Jr. Social Coordinator**
Dhvani Shah
**Sr. Promotions Coordinator**
Andre Quest
**Jr. Promotions Coordinator**
Edrick Macdon
**Technology Coordinator**
Brett Milde
**Grade 12 Spirit Representative**
Ken Nguyen
**Grade 11 Spirit Representative**
Emily Miszk
**Grade 10 Spirit Representative**
Zain Ali
**Grade 9 Representative**
To Be Determined

**Staff Moderators**
Mr. K. Bomberry,
Mrs. A . Saltarelli, Mrs. C. Forte

# CODE OF CONDUCT

## *PROVINCE OF ONTARIO CODE OF CONDUCT*

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students. The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

### *1) Guiding Principles & Purposes of the Code*

All members of the school community are:

- to be treated with respect and dignity, especially persons in positions of authority;
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community ;
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility ;
- to encourage the use of non-violent means to resolve conflict;
- to promote the safety of people in the schools; and
- to discourage the use of alcohol and illegal drugs.

### *2) Roles & Responsibilities*

***Principals***

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.

***Teachers & Other School Staff Members***

Teachers and school staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth; empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibilities of citizenship.

# CODE OF CONDUCT

***Students***

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for his or her own action.

***Parents***

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

***Community Partners and the Police***

The police play an essential role in making our schools and communities safe.
Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

***Nexus***

Nexus refers to a causal link. Nexus increases the ability of the school to respond to events that may affect the Saint Michael School community despite the fact that these events may happen off school property and outside of the regular school day. Examples can include: threats to beat up someone after school and then going out to fight in the neighborhood, going to Niagara Square during the lunch hour and shoplifting, putting up an inappropriate website demeaning staff at the school, and etc... Discipline issues such as these may be handled as if they happened at Saint Michael School.

## *Definition of Potential Consequences*

Niagara Catholic District School Board Policy (302.6.4) states: "Students who behave inappropriately or impede the rights of others shall accept the consequences of their behaviour." The following are some of the potential consequences of student misbehaviour at Saint Michael Catholic High School. The list is not meant to be exhaustive.

**Interview:** Teacher/VP and student.

**Warning:** Vice-Principal and student.

**Detention:** During lunch on Tuesdays or Thursdays, unless otherwise indicated in handbook.

**Parental Involvement:** Contact with parent(s)/guardian(s) and possible interview at school before readmission.

**Community Service:** Students will be assigned community service at the school level. Parental consent will be obtained when possible. Administration will determine the length of community service.

**Suspension:** Out of school for a fixed period as determined by the Principal/Vice-Principal. A letter will be issued to the student/parent/guardian for out of school suspensions. Students are not to attend co-op during a suspension.

Saint Michael's follows a progressive discipline policy, and applies this to the length of suspensions for persistent infractions of the Provincial Code of Conduct and the Saint Michael Catholic High School Code of Conduct.

| | |
|---|---|
| 1st incident | 3 days |
| 2nd incident | 5 days |
| 3rd incident | 10 days |
| 4th incident & subsequent offences | 20 days |

Notwithstanding the above procedures, suspensions may be of any length depending on the severity of the offence/circumstance.

### *3) Suspension Infractions*

When a principal's investigation of an incident, which should include consultation with the adult student or the student's parent/guardian and student, determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances.

The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

The infractions for which a suspension may be imposed by the principal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal and/or restricted drugs;
- Being under the influence of alcohol, illegal and/or restricted drugs;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- Persistent truancy;
- Habitual neglect of duty;
- Use of profane vulgar, or improper language;
- Bullying;
- Conduct injurious to the moral tone of the school;
- Persistent opposition to authority;
- Conduct injurious to the physical or mental well-being of any member of the school community; or
- Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A student may be suspended only once for any one instance of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

# CODE OF CONDUCT

## *Expulsion Infractions:*

Expulsion is the removal of a student by the Board from the regular services of the Board for reasons as set out in the Education Act and by the Expulsion Policy of the Niagara Catholic District School Board. A principal may recommend to the Committee of the Board expulsions of students from their schools.

When a principal has reasonable grounds to believe that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the principal will suspend the student. The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

The enumerated activities are:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The student has demonstrated through a pattern of behaviour that she/he has not prospered by the instruction available to him or her and that she/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
- Any act considered by the principal to be a serious violation of the Board or school.

In keeping with the teachings of Christ, Saint Michael Catholic High School will strive to create a safe, caring and supportive school environment, free of bullying, for all members of the school community.

Every student at Saint Michael has the right to a safe learning environment. Bullying threatens the physical, psychological and emotional safety of students and will not be tolerated.

All members of the Saint Michael community, including students, are responsible for helping to create a safe, caring, respectful and bully-free, harassment-free environment that respects the dignity and value of each other.

# SAFE SCHOOLS

### *What is considered to be bullying/harassment?*

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual and is intended to cause (or should be known to cause) fear, distress and /or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance. Bullying has been identified as a widespread problem with serious implications for students, schools, and the entire community. Bullying is predominantly a learned behaviour, which must be addressed by teaching students to build positive relationships, and develop effective communication strategies. Educators will endeavour to create opportunities to model and encourage behaviours and interactions that help create a classroom and positive school climate. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the school climate.

### *Positive School Climate*

A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. To help achieve a positive school environment in their schools, the Niagara Catholic District School Board and its schools will actively promote and support positive behaviours that reflect their Catholic Gospel values. They should also endeavour to ensure that parents and members of the broader community are involved in the school community.

The Niagara Catholic District School Board and its schools will actively promote a positive school climate in their Schools. The following are some characteristics of a positive school climate:

- Students and staff feel safe and are safe.
- Healthy and inclusionary relationships are promoted.
- Students are encouraged to be positive leaders in their school community
- All partners are actively engaged
- Bully prevention messages are reinforced through programs addressing discrimination based on such factors as age, race, sexual orientation, gender, faith, disability, ethnicity, and socio-economic disadvantage.
- Improvement of learning outcomes for all students is emphasized.

### *Bullying may include but is not limited to:*

| *Verbal* | *Physical* |
|---|---|
| Name-Calling/Put Downs | Hitting |
| Insults | Kicking |
| Racist Comments | Spitting |
| Harassment | Pushing |
| Sexist Comments | Inappropriate Gestures |
| Teasing/Taunting | Tripping |
| Threatening /Extortion | Stealing |

| *Social/Emotional* | *Technological* |
|---|---|
| Relational Bullying | Cyber Bullying |
| Manipulating Friendships | Internet Misuse |
| Gossip | Text Messages |
| Exclusion | Digital Photos |
| Intimidation | Chat Lines |
| Written Notes | Websites |
| Making False Statements | Telephone (3 Way Calling) |

# SAFE SCHOOLS

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning, and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

## *Prevention and Intervention Strategies*

1. Niagara Catholic Schools and Staff are expected to:

- provide a safe, caring, and supportive environment that upholds our Gospel values and encourages positive relationships between students, staff and parent.
- emphasize intervention strategies that are preventative in nature.
- model appropriate language and actions for students.
- increase awareness and understanding of the dynamics of bullying and develop a school-wide plan.
- maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect, responsibility and civility.
- use resources that will assist in developing age-appropriate conflict resolution skills, social skills, positive relationships, and discourage bullying as unacceptable behaviours.
- encourage students to report incidents of bullying; and support, monitor and act upon all reported incidents, to ensure the safety of all students.
- recognize that some bullying behaviours may be more serious and may require more comprehensive intervention.
- keep open lines of communication between the home, school parish, and community members.

***2. Students are expected to:***

- promote a safe, caring and positive environment for all by developing an awareness of bullying issues.
- refuse to bully others or to be a bystander to acts of bullying.
- report all acts of bullying that they may experience or observe to appropriate school personnel for assistance.
- assist and co-operate in the implementation of school-wide bully prevention initiatives.

***3. Parents/Visitors/Community Members are expected to:***

- promote a safe, caring and positive environment for all by developing an awareness of bullying issues.
- inform the school if bullying is suspected.
- encourage their children to discuss any incidents of bullying and reinforce the need to speak out.
- support the school when resolving identified incidents of bullying.
- support the school through Catholic School Councils, in promoting local school bully prevention initiatives.
- support the school in training and communication strategies for members of the school community.

# SAFE SCHOOLS

4. Current Legislation and the Provincial Code of Conduct require all schools in consultation with their Catholic School Councils, staff, students and parents to develop local Codes of Conduct. These locally developed Codes of Conduct shall be in compliance with the Ministry's and the Board's Code of Conduct.

5. The Niagara Catholic District School Board requires that each school include and address the following bullying prevention statement in their local school Code of Conduct. In keeping with the teachings of Christ, Saint Michael Catholic High School will strive to create a safe, caring and supportive school environment, free of bullying, for all members of the school community.

## *SAFE SCHOOLS TEAMS*

Each school must have in place a safe school team responsible for school safety that is composed of at least one student (where appropriate), parent, teacher, support staff member, a community partner, and the principal. The team must have a staff chair.

Through the development of school level plans, which address prevention and intervention strategies, schools will implement a bullying prevention and intervention plan.
Schools must also establish a monitoring and review process to determine the effectiveness of their bullying prevention and intervention plans (i.e. school improvement plans).

## *BULLYING/HARASSMENT*

### *What are the responsibilities of those students, staff, and parents in dealing with the issue?*

- Ensure the school environment is one of respect, dignity, and trust, consistent with the Gospel Values.
- Show care and concern for others by refusing to bully others or to be a bystander to acts of bullying.
- Accept responsibility by immediately reporting acts of bullying to somebody in a position of authority at the school.

### *What effect do bullying and harassment have?*

Individuals may develop long term, serious problems as a result of bullying or victimization. Some of these long-term effects involve a loss of self-confidence and self-esteem, and greater rates of depression. It is critical that appropriate support and intervention strategies be provided to help bullies, victims, and all students build positive relationships with their peers.

### *How can we get bullying and harassment to stop?*

Caring bystanders are the key to stopping bullying! We must look out for one another.

We are called to action when we are faced with social injustice. Bullying is an example of a behaviour which is demeaning to other students. If you witness this behaviour the most helpful thing that you can do is to intervene and get the behaviour to stop.

If you are unsuccessful, or are unwilling to do this, you should report the behaviour to an appropriate adult at school (e.g. a teacher, counselor, chaplain, or administrator). Sources of information always remain confidential and the information will be acted on.

The person who is being bullied needs your help in getting the behaviour to stop. The bully also needs help because he/she needs to learn appropriate behaviour and that bullying is unacceptable. Almost 60% of bullies who physically bully other students will become involved in criminal activity.

# SAFE SCHOOLS

### *What should I do if I am bullied?*

- Stand straight and tall. Make eye contact.
- Remain calm. Leave the situation with your feelings intact.
- Be polite but firm in response to bullying.
- Stick with friends, or others, as usually bullies pick on somebody who is alone.
- Look for strategies to help develop self-confidence.
- One strategy is known as Talk, Walk, Squawk.
- Talk to the person who is bullying you, and indicate that he/she needs to stop the offensive behaviour.
- Walk away from the situation if the behaviour persists and the "squawk" by arranging a meeting with an appropriate person at the school, such as teacher, counselor, chaplin or administrator
- Bring the facts to the meeting in writing. Be clear about what has happened.
- Identify what steps, if any, have been taken to stop the bullying/harassment.
- With the help of parents and school personnel, form a plan to ensure everyone's safety.
- Continue to monitor the situation.

***REPORT THE EVENTS TO SOMEBODY IN A POSITION OF AUTHORITY AT THE SCHOOL. EXPECT THAT ACTION WILL BE TAKEN. THE SOURCE OF THE INFORMATION WILL REMAIN CONFIDENTIAL***

***Anonymous reports can made via phone by calling the safe school hotline (905-356-5155 Ext.7233 Safe) or through email at saint.michael@ncdsb.com***

**"There are no innocent bystanders." William Burroughs**

### *I know that a friend is being bullied but I don't want to be a rat.*

### *What should I do?*

There is a difference between ratting on somebody and reporting behaviour responsibly. Ratting is telling to get somebody into trouble. In reality, rat stands for Right Action Taken. Reporting is telling an adult at school who can help to get somebody out of trouble and to protect somebody's safety.

### *What will happen to the bully if it is reported?*

The benefit of bringing the problems out in the open is that the bully is no longer in control. When teachers, and other school officials, are aware of bullying problems, they can find ways to help the bully change his/her behaviour.

Every situation will be dealt with on an individual basis, as every case is different. The bottom-line is that the bullying stops immediately and that people feel safe within the school. Some strategies that may be used to stop bullying will be counseling, parental contact, peer mediation, detentions, removal of privileges, suspension or police contact.

### *How seriously are threats taken?*

All threats and attempts to intimidate others will be taken seriously and investigated. Appropriate steps will be taken to ensure that the behaviour stops and students feel safe while here at school. Administration needs to be made aware of any threats made so that the threats can be investigated.

# SAFE SCHOOLS

## *Safe Learning Environment*

**"In the end we will not remember the words of our enemies but the silence of our friends."**
**Martin Luther King**

Reporting is standing up for your right and the rights of others, to be safe in school! The code of silence that prevents students from reporting bullying is one of the major obstacles in dealing with the problem.

- Students, volunteers or employees who perceive that they have been subjected to harassment (including ethno cultural or sexual harassment) are reminded that they may report their allegations to any member of staff.

- Where these circumstances involve sexual harassment which involve a child and a person in a position of authority, staff members are reminded to follow the reporting provisions as set out in the Child and Family Services Act.

- When an individual or staff member makes or receives a report, it must be communicated to the school administration (Principal or Vice Principal). It will be the duty of the school administration to report these allegations to the Family of Schools Superintendent within 5 school days of the initial reporting.

## *ACADEMIC ACHIEVEMENT*

Students in grades 9, 10, and 11 will take 8 credits, 4 credits per semester. Students in grade 12 will take a minimum of 7 credits. A student will have earned 24 credits before a study period becomes part of his/her timetable. Students are expected to work to their potential in all classes and complete all tasks as assigned.

## *STUDENT SUCCESS*

The Saint Michael Student Success Team consists of the Principal, Vice-Principals, Educational Resource Teachers, Guidance Counselors, Chaplain, Cooperative Education Teacher, Child Youth Worker, School Nurse and the Student Success Teacher (SST). The SST works collaboratively with all staff members, specifically the SUCCESS Teacher and the Credit Recovery Assistant (CRA) to ensure success for all students.

The Student Success Program identifies students who require support and monitoring in Grades 9 to 12. The Student Success Teacher (SST) works with students and school staff to create a supported individualized pathway for educational success. The SST meets and communicates frequently with students in their high school career to ensure every student is receiving the necessary support for success. Students have the option to participate in the Credit Recovery process with the assistance of the SST to get back on track for graduation.

# SAINT MICHAEL POLICIES & PROCEDURES

***DIPLOMA REQUIREMENTS***

Compulsory Credits (total of 18)

- credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts (music, art, drama, or dance)
- 1 credit in health and physical education
- .5 credit in civics and .5 credit in career studies

***PLUS:***

- 1 additional credit in English, or a third language, or a social science, or
- Canadian and world studies, or guidance and career education, or co-operative education
- 1 additional credit in health and physical education, or business studies, or co-operative education or the arts (music, art, drama, or dance)
- 1 additional credit in science (Grade 11 or 12) or technological education (Grades 9-12) or co-operative education
- successful credits in Religion (Grades 9 to 12)

***PRINCIPAL'S HONOUR ROLL***

To qualify to be placed on the Principal's Honour Roll, students must meet the following criteria:

•An overall average for the school year must be 80% or greater.

•Students must complete the minimum credits as displayed below:

Grade 9 - Minimum 8 credits
Grade 10 - Minimum 8 credits
Grade 11 - Minimum 8 credits
Grade 12 - Minimum 6 credits

***ONTARIO SCHOLAR***

A student may be designated an Ontario Scholar if he/she:

- Obtains an aggregate of 480 marks in Grade 12 in any combination of Ministry approved courses; and has been recommended by the Principal for the Ontario Secondary School Diploma.

# SAINT MICHAEL POLICIES & PROCEDURES

## *ONTARIO SECONDARY SCHOOL LITERACY TEST*

The purpose of the Ontario Secondary School Literacy Test (OSSLT) is to ensure that students have acquired the essential reading and writing skills that apply to all subject areas in the provincial curriculum up to the end of Grade 9. All students who are working toward an Ontario Secondary School Diploma are required to write the OSSLT in Grade 10. Students who have been eligible to write the OSSLT at least twice and have been unsuccessful at least once are eligible to fulfill the requirement through the Ontario Secondary School Literacy Course (OSSLC). This year the OSSLT will take place on March 26th, 2015.

## *HONOUR STOLE*

Students, who have achieved an overall average of 80% in all four years while attending High School, and Ontario Scholar in their final year will be presented with the Honour Stole at the commencement or graduation ceremony, signifying their accomplishments.

## *SELECTION OF THE VALEDICTORIAN*

### *Criteria for the Selection of the Valedictorian*

**1. Academic Performance**

The student selected will be in the top five percent of the graduating class. Averages are based on six grade 12 credits including the Religion credit. Averages will be calculated by the Student Services Department.

**2. Co-Curricular Involvement**

The student must demonstrate an active involvement in the co-curricular life of the school.

**3. Spiritual Involvement**

The student must show initiative and demonstrate Christian leadership within the school and local community.

### *Process for the Selection of the Valedictorian*

All students complete an extensive Student Profile outlining their participation in sports, clubs, and activities inside and outside of Saint Michael Catholic High School, during their four years. This profile also includes volunteer work, part-time work and interests. Students will indicate parish involvement through the use of this form. Students are made aware that the profile will be used to determine the award recipients and valedictorian selection.

- The graduation committee is made up of the Administrative team, Student Services, and a committee of teachers.
- The graduation committee will review student's average and profiles to determine the selection of the valedictorian.
- The top five Grade 12 students will be nominated for the selection of Valedictorian. In the event of a tie for fifth place both students' names will be included in the ballot.
- The candidate must be enrolled full-time each semester (min. 3-3 courses of the graduation year). If seven courses taken, the best six marks will be calculated. Only first attempt marks will be considered.
- All courses used in the calculations must have been taken at Saint Michael.

# SAINT MICHAEL POLICIES & PROCEDURES

The Saint Michael Graduation Committee will forward the names of the five full-time students in the current graduating class to the Graduates as their Valedictorian candidates. Members of the graduating class and the staff of Saint Michael will vote to elect their Valedictorian. There is no greater weight given to staff or student vote. Partial ballots will be considered spoiled and not counted. The second place student will be awarded the honour of Salutatorian. In the event of a tie for Valedictorian or Salutatorian, the school Administration and members of the graduation committee will vote to break the tie.

The Valedictory Address (5 minutes in length) is to be reviewed and must be accepted by the staff member serving as Graduation Co-ordinator and the Principal. The address is to be submitted for review and for publication in the yearbook two weeks prior to the graduation.

## *ACADEMIC INTEGRITY*

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned. (Growing Success, p. 42)

***Cheating***

Cheating is the deliberate use, the attempted use, or the giving of unauthorized assistance, material, or study aids in any academic work. Examples of cheating include, but are not limited to, using a cheat sheet, altering a graded assessment, knowingly allowing another student to use one's test responses, and other forms as determined by the classroom teacher.

***Plagiarism***

Plagiarism is defined as, the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work.
(Growing Success, p. 151)

Examples of plagiarism include, but are not limited to, not citing work, copying and pasting information from an electronic source without citations, and submitting work as the student's original work.

***Detection and Reporting of Cheating and Plagiarism***

All confirmed incidents of cheating and plagiarism must be reported to the Principal/Vice-Principal, and parent(s)/guardian(s) by the classroom teacher and will be noted in the Student Management System.

Schools will employ a variety of methods in order to identify instances of cheating and plagiarism. These methods may include; but are not limited to:

- teacher monitoring based on professional judgment and knowledge of individual student's work, writing style etc.;
- conducting internet searches to identify possible sources of student work;
- collaboration between teachers, library technicians, Principals and Vice-Principals in tracing questionable information; or
- the use of third party plagiarism tracking software (if available).

***Consequences for Cheating and Plagiarism***

Students must understand that the tests and examinations they complete and the assignments they submit for evaluation must be their own work. The appropriate response and consequence to address cheating and plagiarism, must consider:

- the individual student and circumstances (e.g., mitigating factors: student's age, grade level and/or maturity of the student);
- the nature and severity of the cheating and plagiarism; and the number and frequency of incidents; or
- If a student is found to have intentionally cheated and/or plagiarized on a Mid-Term examination, Final examination, or any other assignment that is part of the Final Culminating Task, the student will receive a mark of "0" on these evaluation assessments and there will be no opportunity for a rewrite.

***Late Policy***

Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. Where in the teacher's professional judgment it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignments.

For Grades 9 and 10, mark deduction will be limited to 2 per cent per day to a maximum of 10 per cent total deduction in the professional judgment of the teacher.

For Grades 11 and 12 mark deduction will be limited to 3 per cent per day to a maximum of 15 per cent in the professional judgment of the teacher.

## *ADVERTISING*

Activities held off the school premises in hotels or rented halls DO NOT have the approval or sanction of the school or the Niagara Catholic District School Board. It is illegal to advertise such activities on school property. Students found placing advertisements on school property will be subject to disciplinary circumstances. Any student who wants to post an advertisement/flyer must have prior permission from the principal or vice-principal.

## *ALCOHOL/DRUGS*

Students suspected of being under the influence of alcohol or drugs will have their parents and/or the police contacted. Possession and/or use of alcohol, non-prescription drugs and/or misuse of prescription drugs at any time, by anyone on school property or at any school-related event including, but not limited to, field trips, excursions, athletic events, etc. will result in suspension, or expulsion, from school.

Be advised that the school has a breathalyzer available at its disposal for the detection of alcohol. It also has a saliva-based drug detection kit. The school reserves the right to use these units should a student deny suspected use.

Counseling support is available at the school through the Community Addiction Services of Niagara (CASN). The counselor is available to see people who are dealing with a concern about drugs or alcohol (related to their own use or that of someone else). Appointments can be made either through Student Services or the main office. The service is confidential and free.

# SAINT MICHAEL POLICIES & PROCEDURES

## *ANAPHYLAXIS*

Anaphylaxis is a severe life threatening form of allergic reaction to peanuts, other nuts, milk, wheat, latex products and medication, as well as insect stings from bees and wasps. There are students in the school who suffer from anaphylaxis; therefore, students are asked to refrain from bringing lunches containing peanut products.

The Principal of the school should be informed in writing, by a parent, that a child suffers from anaphylaxis, the expected symptoms and the requested intervention by school staff. An EpiPen is to be provided to the school to be kept in the office in case of an emergency.

## *ANNOUNCEMENTS*

During announcements, students are expected to be quiet, attentive and stationary. All activities within the school (classrooms, hallways, etc.) are to cease until the end of the announcements.

## *ASSEMBLIES*

Students are required to remain seated in the assigned areas with their teachers and show courtesy and respect during assemblies. All students are to attend scheduled assemblies and liturgies. Students who have a study period during the assembly or liturgy are expected to attend.

## *ATTENDANCE*

Students are expected to attend all classes for which they have been scheduled and to be on time for school and classes. Excessive absences or lates in courses will hinder success and may ultimately jeopardize achievement of credits.

It is the responsibility of the student to ensure that their absences/lates have been verified and cleared at the attendance office. Students are responsible for completing all work missed during their absence.

### *A) ABSENCES*

- A student who is absent must have his/her parent/guardian contact the attendance office before 7:30 a.m. on the day of the absence at 905.356.5155.
- If contact has not been made with the attendance office, the automate phone system will call home in the evening to remind parents to call in to verify their child's absence. They should call the attendance office and leave a message on the answering machine. Failing this, a student upon returning to school, must report to the attendance office with a dated note, before their first class, to verify the absence and receive an admit slip for class.
- A student who is unable to verify his/her absence with the office upon returning to school will be issued a detention for failure to clear attendance.
- STUDENTS WHO ARE ABSENT FOR ANY PART OF, OR AN ENTIRE DAY, WILL NOT BE ALLOWED TO TAKE PART IN ANY CO-CURRICULAR ACTIVITIES OR EVENTS ASSOCIATED WITH THE SCHOOL UNLESS SATISFACTORY VERIFICATION (IE. DR'S NOTE) IS RECEIVED PRIOR TO THE EVENT. THIS INCLUDES EVENTS SUCH AS PROM AND SEMI-FORMAL.
- A student who is absent from school without legitimate reason for fifteen (15) consecutive days will be withdrawn from the school roll, as required by the Education Act. Attendance will be monitored closely throughout the semester.
- Credits will be in jeopardy due to poor attendance as a result of insufficient material available for a teacher to assign a mark.
- Vacation forms may be obtained from the attendance secretary and must be completed in advance to provide administration and classroom teachers notice.

# SAINT MICHAEL POLICIES & PROCEDURES

***B) LATES***

Students are expected to be on time for school and all classes.

Period 1: Students arriving before 8:30 a.m. should proceed directly to class and be dealt with by the classroom teacher. Students arriving to school any time after 8:30 a.m. should come to the attendance office for an admit slip to present to their teacher upon arrival.
Periods 2-4: Students, who attended an earlier period within the day, who arrive within the first 20 minutes should proceed directly to class and be dealt with by the classroom teacher. Students arriving later than 20 minutes should arrive with an admit slip.

Teachers will monitor student tardiness and follow the progressive discipline procedure:

| | |
|---|---|
| ***Late 1 to 3*** | ***Teacher gives student additional assignments or teacher detention.*** |
| ***Late 4*** | ***Teacher phones home to inform parents that the next late will result in a referral to the Attendance Secretary.*** |
| ***Late 5*** | ***Referral to the Attendance Secretary with the office referral form.*** |

***C) SIGNING IN***

Students who arrive to school later than 8:30 a.m. must sign in at the Attendance Office for a late slip (EVEN IF IT IS DURING A CLASS CHANGE) or see the Vice Principal. Sleeping in and missing the bus are unacceptable reasons for missing class and students will be required to make the time up after school. Students who arrive before 8:30 a.m. should report directly to their period 1 class.

***D) SIGNING OUT***

Students are required to produce a dismissal slip for a classroom teacher before being excused from class. The attendance secretary will provide dismissal slips to students. To receive a slip, there must be parental contact, via note or phone, with the attendance office before 7:55 a.m. The student will then sign out at the attendance office before leaving. Failure to sign out will be treated as truancy.

***E) TRUANCY***

Students are truant when they:

- Are absent from class without a valid reason (illness or unavoidable emergency);
- Leave school without signing out at the Attendance Office;
- Fail to return to school after lunch;
- Receive permission to go to a certain place and do not report there (i.e. request to go to the bathroom and go to the cafeteria instead);
- Fail to clear his/her attendance;
- Fail to attend a scheduled assembly, compulsory school activity or Mass. Students who are truant for Mass will be suspended from school; or
- Signed out of the school to attend a school event where student attendance is not authorized by the school.

**Saint Michael does not condone absenceses resulting in days arbitarily declared "recreational" (i.e Beach Day) by students or parents(s)/guardians(s). Students are expected to attend school on all designated instructional days.**

Truancy is a serious breach of school policy and the Education Act. Students will be dealt with the following manner:

- Detentions and/or community service
- Conference with parent(s)/guardian(a)
- Suspension
- Withdrawal from school
- Potential mark of "0" on any test or assignment

***F) STUDENTS 18 YEARS OF AGE (AND OLDER)***

It is the policy of Saint Michael Catholic High School to maintain the same communication with the parents of students 18 years and older, as with parents of younger students. Though students who are18 years and older are permitted, with the permission of Saint Michael administration, to sign notes explaining absence from school, lates and early leaves, the school reserves the right to inform parents when notes are used for "unacceptable" reasons (i.e. missing tests or presentations). Notes signed by students do not absolve them from the consequences of school procedures and policies. The ability of an 18 year old student to sign himself/herself out of school is not a license to miss school for unacceptable reasons. These students are subject to the same Ministry of Education and Training regulation Section 21 (2)(6) as are their parents concerning attendance at school: "A child is excused from attendance at school only if the child is unable to attend school by reason of sickness or other unavoidable cause".

## *AWARD ELIGIBILITY*

At Saint Michael, all students are engaged in curricular and co-curricular activities infused with Faith. We at Saint Michael have a philosophy that all activities co-exist in Mind, Body and Spirit.

To be considered as a candidate for co-curricular, athletic, grade level academic and graduate awards, a student must be in good standing as a representative of Saint Michael's Mind, Body, Spirit mission statement in the context of the religious values and philosophy of the Niagara Catholic District School Board.

Eligibility for an award is contingent upon students meeting the Ontario Catholic School Graduate Expectations inclusive of completion of a Religious Education credit course in each year of enrolment; participation in Faith activities and religious celebrations; and attainment of required faith community volunteer hours in conjunction with the policies of the Niagara Catholic District School Board.

## *BOTTLED WATER POLICY*

Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, Elementary and Secondary Schools, Adult and Continuing Education sites and other work sites in the Board.

## *BUSES*

The school bus is an extension of the school and classroom. Bus transportation is available to students who live more than 2.5 km from the school. Every Saint Michael student who qualifies for transportation by contracted buses is required to respect the same regulations and policies that apply within the school building. This applies to bus transportation to and from school, on school trips or to and from sporting events.

It is the responsibility of the students:

- to avoid anything which might disturb the driver or interfere with the safe operation of the vehicle;
- to exercise care, caution, good manners and consideration for others;
- to refrain from throwing articles inside the bus or out a window;
- to obey promptly the instructions of the driver and school patrollers;
- to refrain from smoking, drugs and alcohol;
- to refrain from using obscene language;
- to keep all parts of the body inside the vehicle at all times;
- to remain seated at all times; and
- to be aware of the fact that misbehaviour on buses may result in suspension or loss of transportation privileges.

Late bus transportation is provided at varying departure times throughout the year only for students who are involved in some form of co-curricular activities, get extra help after school (P3) or have served a detention. All other students should take their bus home at the regular time.

Misbehaviour on a school bus will be reported to the administration and may result in bus privileges being revoked for a period of time, suspension from school and/or financial retribution for damages or vandalism of any kind.

## *CAFETERIA /LUNCH*

Food and drink must remain in the cafeteria. Students are not to take food to other areas of the school to eat during their lunch period or bring food into classrooms.

Knapsacks/large bags are not permitted in the servery. Students are not to be loitering in the hallways during the lunch hour as classes are in progress. Students are expected to conduct themselves appropriately. They must clear their tables and follow the instructions of the cafeteria supervisors. Grade 9 students are expected to remain on the school property during the lunch hour.

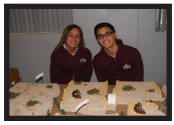
## *CHRISTIAN COMMUNITY SERVICE POLICY*

As stated in Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011 every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). These activities may be completed at any time during the secondary school program and is an essential component of the Religious Education program for students in Grades 9 to 12.

Students of Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entering Grade 9. This service must comply with this policy and its administrative guidelines, insuring that the summer activity is eligible and that necessary approval and proper documentation is completed.

Students in Grades 9 to 12 will select one or more Christian Community Service activities in consultation with their parents/guardians. These activities will be completed during each year of secondary school as an essential component of the Religious Education program in order to fulfill the diploma requirement of 40 hours for graduation. The total of 40 hours of Christian Community Service would be the minimum expectation for students. The Secondary school principal may approve special requests.

Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. The community could be a club, a parish, an organization, or a public institution. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service. Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the forty (40) volunteer hours needed for graduation.



The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department, and as outlined in the school's student agenda or on the school website. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.

If a student enrolled in a Niagara Catholic secondary school is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre approval.

***Appropriate Christian Community Service Placements***

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

- Catholic/Christian social service agencies or social justice groups
- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Coaching minor sports
- Community Care residences
- Fundraising for not-for-profit organizations
- Homeless shelters
- Hospitals and Hospices
- Journey Retreat Leaders (before and after school hours);
- Parish ministries
- Local food banks
- Nursing homes
- Pilgrimage, Starvathon, or any school activities designated toward raising money for developing countries
- Refugee centres
- Service clubs
- Unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Secondary School Principal.

Niagara Catholic District School Board Ineligible Activities:

- Any activity that takes place during school (note: lunch and spares are excluded from this provision)
- Activities completed for reward (i.e. bonus marks)
- Work normally done for a wage or any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shovelling snow, raking leaves for family or friend
- Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family/relatives;
- Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family;

- Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church;
- Scorekeeping/managing school teams during the school instructional day;Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.

Both the Ministry of Education and the Niagara Catholic District School Board have published guidelines and policies regarding Community/ Christian Service. The Ministry requires that students complete 40 hours of community service in order to complete the OSSD diploma. There are clearly stated eligible and ineligible activities regarding these hours.
At Saint Michael our primary focus for determining eligibility is how well the proposed service will assist in meeting the needs of those most vulnerable in our community. Example: Corporal works of mercy.

It is the primary responsibility of the student, with help from parents, to seek out and complete eligible Christian community service, however, the Guidance Department and Chaplain at Saint Michael regularly make announcements and maintain 3 bulletin boards around the school providing students with possible volunteer opportunities.

There are opportunities within our own school (pilgrimage, parent nights, social service activities etc) and the broader Community (Project Share, Parish's, Service Clubs) are often seeking students to assist with fund raisers and special events throughout the year. See eligibility list.

Students may pick up 'forms' on which to record their Community Service from the main office, their religion teacher or from the Chaplain.These forms must be signed and may be returned to the Main Office at any time. Grads must have their hours completed no later than May 31.

***HELP! LOOKING FOR OPPORTUNITIES?***
CHECK BULLETIN BOARDS – Chaplain's Office, Second Floor – near Staff Room Door/ First Floor – across from Attendance, LISTEN – to daily announcements, ASK –Ms. Smith, your Religion Teacher, Guidance Counselor. Visit ***www.saintmichaelmustangs.com*** for forms and information.

## *CO-CURRICULAR INVOLVEMENT ACADEMIC ELIGIBILITY*

All students participating in athletics or any other co-curricular activity must meet the following criteria for academic standing, attendance, and behavior.

- A student must be a full-time student in order to participate in any co-curricular program. Full-time status is defined as a minimum load of 3 courses per semester, unless a student has accumulated 28 credits. If a student has failed two or more credits in the last formal reporting period the student's eligibility will be reviewed by the school administration. If a student has failed one credit, the student is eligible but should be placed on probation with the understanding that the coach/moderator and teacher will closely monitor him /her.
- A student must have an acceptable attendance record, be punctual for all classes, and work to their academic potential.

**STUDENTS WHO ARE ABSENT FOR PART OF, OR AN ENTIRE DAY, WILL NOT BE ALLOWED TO TAKE PART IN ANY CO-CURRICULAR ACTIVITIES OR EVENTS ASSOCIATED WITH THE SCHOOL UNLESS SATISFACTORY VERIFICATION IS RECEIVED PRIOR TO THE EVENT OR ACTIVITY THAT DAY.**

A student may be asked to withdraw from a team or club if the above requirements are not met.

# SAINT MICHAEL POLICIES & PROCEDURES

***ATHLETICS***

The students of Saint Michael Catholic High School will have the opportunity to participate in a full range of interscholastic sports. Teams will be entered in the junior and senior divisions in most sports. Other activities may be organized as student interest evolves.

***FALL***

| | |
|---|---|
| Basketball – Girls | Football |
| Cheerleading | Tennis |
| Cross Country | Volleyball – Boys |
| Golf | Gymnastics |

***WINTER***

| | |
|---|---|
| Badminton | Ski Club |
| Basketball – Boys | Volleyball – Girls |
| Hockey | Swimming |

***SPRING***

| | |
|---|---|
| Soccer | Track and Field |
| Softball – Girls | Baseball – Boys |
| Rugby - Girls | |

***OFSAA TRANSFER POLICY***

Students who transfer to Saint Michael from another secondary school need to apply for eligibility to compete in sports that they have participated in during the previous twelve months. To be eligible to play for a school following a transfer, a student must satisfy one of the following criteria:

- There has been a change in legal residence to within the boundaries of the accepting school area by the student's parent or legal guardian;
- The student did not participate in any sports at the interschool level in the previous twelve months;
- The student has transferred from a non-semestered to a semestered school and is within one semester of graduation;
- A programming need required a transfer; or
- An exceptional reason exists.

Students who wish to participate in athletics at Saint Michael after having transferred from another school to Saint Michael are asked to see Mr. Carter, Program Chair of Physical Education, as soon as possible.

***CLUBS***

Saint Michael Catholic High School will provide a variety of co-instructional programs to meet the diverse needs and interests of students to motivate and nurture involvement in school life. Further clubs and organizations will evolve as student interest and needs develop throughout the year.

| | | |
|---|---|---|
| *Adopt a Road* | *Drama Production* | *Newspaper* |
| *Amnesty International* | *Drum Circle* | *Painting Club* |
| *Art Club* | *Drum Line* | *Peer Tutoring* |
| *SMTV* | *Athletic Club* | *Film Club* |
| *Photography Club* | *Book Club* | *Languages Contest* |
| *Pilgrimage Committee* | *Chaplain's Crew* | *Mathletes* |
| *School Reach* | *Dance Club* | *MEAT – Mustang* |
| *Ski Club* | *Debate Team* | *EcoAction Team* |
| *Student Council* | *Model UN Debating* | *Tech Crew* |
| *SNAC* | *FUEL* | *MSAID* |

# SAINT MICHAEL POLICIES & PROCEDURES

## *ATHLETIC COUNCIL*

Athletic Council is responsible for recognizing our athletes during the fall and winter/spring assemblies. It is responsible for BBQ's, sporting events and other activities as part of its fundraising. At the end of the year the Athletic Council also organizes an Athletic Banquet to celebrate student participation in athletics. Meetings are held the second Wednesday of every month.

## *OTHER SPECIAL EVENTS*

| | | |
|---|---|---|
| *Battle of the Bands* | *International Food Festival* | *Pilgrimage* |
| *Stair Climb for Cancer* | *Terry Fox Run* | *Ski Trips* |
| *Christmas Food* | *Development & Peace* | *Toy Drive* |
| *Mayor's Prayer Breakfast* | *Coffee House for Alzheimer's* | *Share Lent* |
| *Tech Skills Competition* | *Thanksgiving Food Drive* | *Christmas Parade* |

## *CHAPLAIN'S CREW*

Students who would like to develop their Christian Leadership skills and share their faith within our school community may join this very active club. Under the leadership of our Chaplain, the Chaplain's Crew's goal is to enhance the spiritual life of our school through such activities as Liturgies, Prayer Services, Community Outreach. Social Justice, Retreats, peer support and special projects. Our motto is 'Soar with the Spirit". Meetings are scheduled during lunch periods.

## *STUDENT COUNCIL*

Elected student council executive and grade level representatives will represent the students of Saint Michael. The council organizes social activities for students, provides students' input to the administration and helps finance many student activities. The executive meets regularly under the guidance of their staff advisors.

## *DANCES*

There will be four Student Council sponsored dances during the 2014-2015 school year. The dates are published in the calendar portion of the handbook.

Admission is open to all Saint Michael students in good standing, who were in attendance of school on the day of the dance. A limited number of guests from other secondary schools may be permitted to attend with administration reserving the right of refusal. The names of such guests will be recorded at the time tickets are purchased. Only one sign in is permitted per student at the discretion of administration. Saint Michael students are responsible for the behaviour of their guests at the dance and must accompany them to the dance.

***ABSOLUTELY NO SIGN-INS WILL BE PERMITTED AT THE DOOR***

# SAINT MICHAEL POLICIES & PROCEDURES

***Dance Guidelines:***

- Doors will open at 6:30 p.m. Dances end at 10:00 p.m.
- Students will enter by the front entrance and are expected to present their student I.D. and students must be prepared to be searched upon entry.
- All outside coats and jackets must be checked since students will not have access to their lockers.
- Students coming late must have their tickets pre-approved by administration.
- No smoking on school property even though it is after classes.
- Anyone who chooses to leave the dance will not be re-admitted.

Any student who behaves inappropriately will be removed from the dance. Parents/guardians and/or police will be notified and the student(s) will be subject to disciplinary action as outlined in the Code of Conduct, which may include exclusion from future student council sponsored activities for the rest of the school year.

## *D. E. A. R.*

Literacy is directly related to post schooling success. Children who are stimulated through reading at a younger age, and who continue to read as they mature, are more successful in post secondary life. In order to emphasize the importance of reading as the key to success, students at Saint Michael Catholic High School will be participating in a weekly reading program. The D.E.A.R. program asks everyone in the school to "drop everything and read". In doing so the school is sending a clear message that time spent reading recreationally and academically can only improve their opportunities for success. Students should bring appropriate reading materials such as novels, magazines, newspapers and research books. DEAR takes place every Tuesday at the beginning of Period 4 for 30 minutes.

## *DETENTIONS*

Saint Michael encourages students to take responsibility for their actions and follows a progressive discipline policy. An Administrator will assign a detention for disciplinary situations (i.e., truant, lates, failure of signing in or out, inappropriate behaviour, using cell phone in class without permission from the teacher, etc....). Detentions will be served on both early and late lunches every Tuesday and Thursday. Administration reserves the right to assign lunch/after school detentions for other student infractions.

Recognizing that emergencies do occur and that students may forget previous appointments at the time when a detention is assigned, it is the responsibility of the student to inform their Vice Principal and make alternative arrangements before the original detention is to be served.

Any student who fails to serve a detention at the assigned time and does not make alternative arrangements prior to the detention, will be assigned an additional detention. If a student does not attend any of those detentions, he/she will be assigned an afterschool detention and parent/guardian will be contacted. A suspension may follow for future missed detentions for persistent opposition to authority.

# SAINT MICHAEL POLICIES & PROCEDURES

## *DIABETES MANAGEMENT POLICY*

The Niagara Catholic District School Board is committed to the safety and well-being of all students and supports schools in establishing an environment that provides an appropriate management of and response to the needs of students identified with diabetes. The ultimate responsibility for diabetes management rests with the parent(s)/guardian(s), the student and the medical practitioner. The Diabetes Management Policy and Administrative Guidelines, Policy No. 302.8 outline the procedures in developing a student diabetes management plan, including roles and responsibilities of school staff, parent(s)/guardian(s) and students and supporting documentation. The complete policy may be viewed at: www.niagaracatholic.ca.

## *DRUGS*

See Alcohol/Drugs.

## *EDUCATIONAL FIELD TRIPS, EXCHANGES AND EXCURSIONS POLICY*

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the value of out of school experiences, encourages their use as a part of the total educational program for all students, and supports the participation of students and staff in worthwhile activities and programs off school premises. The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

All Education Field Trips shall be supervised by a teacher or any employee of the Board, unless otherwise approved by the Principal.

***Educational Field Trips are:***

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to enhance student knowledge.
- Based on Social Justice objectives are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified educational field trips and designated as extended overnight field trips.

Whereas, the classroom setting and the school yard is not the only location where students learn, the Niagara Catholic District School Board subscribes to the following for all educational field trips:

- Begin the moment the students leave the school property.
- Should be available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Should enhance the provision of spiritual, esthetic, cultural, intellectual, athletic or social experiences.

Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent, if required. The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants.

If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the supervising teacher. All costs to provide for such supervision is incurred by the parent/guardian.

## *ELECTRONIC COMMUNICATIONS SYSTEMS POLICY*

The board recognizes the educational value of students utilizing electronic communications systems to enhance their learning through the responsible access to global information and communication. The Board further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology. This policy governs acceptable student use of the internet and electronic resources provided by the Niagara Catholic District School Board in all of its elementary and secondary schools. Students are permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the classroom teacher. This policy governs the acceptable use of personal electronic systems by students while at school. The uses of these devices are prohibited where they are deemed to interfere with student learning. Academic and administrative staff at the school and/or at the Board level shall determine what, if any, use is interfering with learning.

***Electronic Communications Systems (Students)***

The Niagara Catholic District School Board in keeping with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Code of Conduct provides safe schools that respect the rights and freedoms of every individual. While security and firewall filters are in place, students are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites, e-mail, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing on-line systems or sites.

All messages sent on Niagara Catholic District School Board communication systems are Board records and the Board reserves the right to access and disclose the content of such messages.

For the purpose of this policy ‘common areas’ will be defined and outlined by the Principal or person in charge of that building. Personal Electronic Devices are defined as a piece of electronic equipment such as a laptop computer, tablet, or a mobile phone.

***General Electronic Communications Systems***

Students assume full responsibility for using all Board communication systems in an ethical and appropriate educational manner in compliance with the mission, vision and values of the Niagara Catholic District School Board. Students are to obtain permission from a teacher to use Board computer systems. Students are directed to the internet through the Board network system.

Students are permitted to bring in personal electronic devices to be used in Board authorized wireless enabled common areas throughout the school as approved by the Principal and in classrooms where approved by the teacher. Students vandalizing, modifying or causing damage to electronic communication systems, including software, will be responsible for the full cost to repair or replace hardware or software. Students are prohibited from removing any computer hardware from its location; attempting to gain unauthorized access to Board electronic communication systems or data; accessing any e-mail or download any material that knowingly contains a virus.

# SAINT MICHAEL POLICIES & PROCEDURES

Students are to adhere to and respect all copyright laws. Students who have permission to post information to the Internet are to have the classroom teacher review the work to ensure that it is consistent with the Municipal Freedom of Information and Protection of Privacy Act. Students are to report to their teacher or Principal any abuse of electronic communications systems. The use of Board computers, wireless access and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and Internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.

All electronic communications systems, its data and messages generated on or handled by Niagara Catholic equipment are the sole property of the Board and can be traced, viewed and stored. Niagara Catholic staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.
Personal Electronic Devices.

1. Cell and smart phones, as well as other personal electronic devices, are eligible for appropriate student use in wireless enabled common areas of the schools as approved by the administration of the school for instructional and co-instructional purposes.

2. Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by staff for instructional or co-instructional purposes.

3. The Board and its staff assume no responsibility for the use, safety, security, loss, recovery, repair or replacement of a personal electronic device when carried on to Board premises. The secure storage of these devices is the sole responsibility of the owner / user.

***Computer Use***
It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible access to global information and communication. Students are prohibited from:

- hacking into any program, site or personal account;
- manipulating files that are not on a personal account;
- using obscene, harassing, racial or other inappropriate language;
- erasing, damaging, copying files of another user;
- tampering with computer settings, network configurations or desktop settings;
- knowingly downloading viruses;
- copying licensed material or software;
- installing any software not approved by the Niagara Catholic District School Board;
- using any other person's account on the system;
- attaching unauthorized devices to a computer or network;
- using external storage devices (i.e. USB) without permission;
- any other activity deemed inappropriate.

***Internet Use***

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible internet access to global information and communication. Students are prohibited from:

- accessing, participating, transmitting or saving illegal, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory material;
- accessing and participating in on-line harassing systems or sites;
- accessing, participating, transmitting or saving material that does not comply with the Mission, Vision, Values and policies of the Niagara Catholic District School Board;
- cyber-stalking, cyber-bullying or spamming;
- accessing chat rooms or discussion forums that are not approved by school staff;
- transmitting information in violation of Canadian, Ontario or municipal laws;
- duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law;
- downloading large files that will take up system file space without permission of school staff;
- any other activity deemed inappropriate by staff.

***Student Discipline***

Students are to report to their teacher or Principal any abuse of electronic communications systems. Principals will determine the appropriate consequence for students who violate this Electronic Communications (Students) Policy as provided by the Ontario Code of Conduct, the Niagara Catholic District School Board Code of Conduct Policy (Safe Schools) and the school Code of Conduct. Principals will consult with their Family of Schools Superintendent regarding consequences for severe violations of this Policy.

The consequences for inappropriate electronic device use the contrevences policy will use progressive discipline as follows:

1st Offence: Confiiscation until end of the day and detention.
2nd Offence: Confiscation of electronic device, parent pick up, double detention.
3rd Offence: Parental pick up and 3 day suspension.
4th Offence: Parents must pick up electronic device, automatic suspension from school.

The school assumes no responsibility for the safety and security, loss, recovery, repair or replacement of a personal electronic device when carried on to Board premises. The secure storage of thes devices is the sole responsibility of the owner / user. Students are not allowed to store phones and other belongings in our change rooms. These facilities are used by a variety of student groups throughout the day and therefore students are reminded not to leave any personal effect in the change rooms at any time during or after the school day. Saint Michael is not responsible for losses occured when this directive is not followed.

## *ELEVATOR*

An elevator is available for students who are physically unable to use the stairs. A student who needs to use the elevator on a regular basis will be issued a key by the vice-principal. For those students who need use of the elevator on a temporary basis, arrangements are to be made with a secretary in the main office. A $20.00 charge is in effect for the replacement of a lost key.

# SAINT MICHAEL POLICIES & PROCEDURES

## *EQUITY AND INCLUSIVE EDUCATION POLICY*

The Guiding Principles of the Equity and Inclusive Education Strategy state:

- Equity and Inclusive education:
- is a foundation of excellence;
- meets individual needs;
- identifies and eliminates barriers;
- promotes a sense of belonging;
- involves the broad community;
- builds on and enhances previous and existing initiatives;
- is demonstrated throughout the system.

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario's Equity and Inclusive Education Strategy and Policy/Program Memorandum No. 119 (2009) "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools" identify eight areas of focus for implementing equity and inclusive education. The eight areas of focus are:

- Board policies, programs, procedures, and practices
- Shared and committed leadership
- School-community relationships
- Inclusive curriculum and assessment practices
- Religious accommodations
- School climate and the prevention of discrimination and harassment
- Professional learning
- Accountability and transparency

In accordance with the above policy documents, applicable legislation that outlines the denominational rights of the Catholic school system and with adherence to the Guiding Principles of the Equity and Inclusive Education Strategy, and consistent with the Code, each area of focus will serve to guide the actions of the Board and its schools, in honouring its commitments to equity and inclusive education policy development, implementation, monitoring and reporting. Please visit our Board website, *www.niagaracatholic.ca* for more information.

***Religious Accommodation Policy***

The Niagara Catholic District School Board (the Board) is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.

The Board is committed to providing an environment that is inclusive and that is free of barriers based on creed (religion). Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. The Board will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board.

These areas include, but are not limited to the following:

- School opening and closing exercises;
- Leave of Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities and curriculum.

For more information on the process of requesting an accommodation, please contact the Principal or visit our Board website at *www.niagaracatholic.ca*

## *EXAMINATIONS*

Examinations are an important part of the high school experience. It is every student's responsibility to be present at the assigned examination time.

**FAILURE TO APPEAR AT THE ASSIGNED TIME WITHOUT A MEDICAL CERTIFICATE OR THE PRINCIPAL'S PERMISSION WILL RESULT IN A ZERO FOR THE EXAMINATION GRADE.**

Any student found cheating on an exam will automatically receive a mark of 0.

## *FIRE ALARM/DRILLS/EVACUATION*

Everyone is required to vacate the building immediately when a fire alarm sounds. Fire drills will be held regularly during the school year. Wilful false alarms are a criminal offence, punishable by a fine, a jail term or both. The Niagara Falls Fire Department will prosecute offenders to the full extent of the law. Offenders will also be suspended from school.

All instructions provided during a lockdown are to be respected.

## *FORGERY AND IMPERSONATION*

Forged notes, altering school attendance and impersonation (identifying oneself as someone else by note or by telephone) are strictly prohibited and may result in immediate suspension from school.

## *HALLWAY CONDUCT*

Because of the large number of staff and students using the hallways at a given time, it is imperative that the following courtesies be observed:

- Always keep to the right when moving in the hallways
- Loitering by lockers, washrooms and doorways must be avoided at all times.
- Proper language and a normal conversational level are to be used at all times.
- Everyone is to take the responsibility for maintaining the cleanliness of the hallways. Students are expected to clean up after themselves.
- Proper decorum and behaviour are to be observed at all times.
- Common courtesy should be in effect at all times (for example, hold the door open for the person behind you).

## *HOMEWORK REQUESTS*

Homework requests may be made at the attendance office for student absences greater than three days. Students are responsible for getting their homework from somebody in their classes when the absence will be three days or less. Subsequent requests for homework will only be accommodated provided that the work from earlier requests has been returned.

# SAINT MICHAEL POLICIES & PROCEDURES

## *ILLNESS AT SCHOOL*

A student who becomes sick during the day MUST report to the attendance office. If the student is in need of medical attention, the secretaries in the office can contact the necessary personnel. The appropriate parent or guardian will be contacted to take the student home. A student who is sick is not to leave the school without having contacted a parent or guardian through the attendance office; otherwise, the student will be considered truant.

## *KNAPSACKS/LARGE BAGS*

Knapsacks/large bags are to be kept in lockers and are not to be brought into teaching areas, the cafeteria or the SMIC due to space limitations and safety concerns.

## *LITURGIES AND RETREATS*

Liturgies and retreats are an integral part of the school curriculum and all students are expected to participate in them. Any student who does not attend all of the required retreats will be dealt with in an appropriate manner. Students on a study period are required to attend school liturgies. Students who do not attend a liturgy due to truancy will receive an out of school suspension.

## *LOCKERS*

All lockers and locks are the property of Saint Michael Catholic High School. All lockers are equipped with a lock, which is to remain on the assigned locker until the end of the year. Students must not switch locks or lockers at any time, unless approved by administration. Do not give your locker combination to anyone! Locker locks are $10 to replace, please see a Vice-Principal or the attendance secretary if your lock is missing.

A student using an unassigned locker or a lock other than the one provided by the school will have the lock cut off and the contents removed. The student will also need to speak to administration.

Students shall not allow any other students to use their lockers. It is the student's responsibility to maintain a clean locker, free from graffiti and obscene materials. There will be periodic locker clean out and checks.

**THE SCHOOL RESERVES THE RIGHT TO OPEN AND SEARCH LOCKERS AT ANY TIME WITHOUT NOTIFICATION. THE NRP CANINE UNIT MAY SEARCH SCHOOL PROPERTY IN CO-OPERATION WITH SCHOOL ADMINISTRATION.**

## *LOITERING*

Students are not to loiter in the hallways due to the disruption that is caused to classes that are in progress. Students are not to loiter in the smoking area, following their cigarette, which is out of bounds to grade 9 & 10 students. This restriction is not designed to encourage grade 9 & 10 students to loiter in other areas of the neighborhood. Persistent loitering may result in a suspension from school.

## *MEDICATION*

School personnel are not permitted to dispense non-prescription medication of any kind (i.e. Tylenol). Requests for the administration of prescribed medication during school hours must be made in writing, by both the parent and physician, to the Principal of the school. A standard form is available in the main office.

## *MESSAGES FOR STUDENTS*

The secretaries at the school do not have time to take telephone messages for students. Emergencies, however, will always be dealt with promptly.

# SAINT MICHAEL POLICIES & PROCEDURES

## *PARKING*

The school board supplies bussing for students to and from school, who live more than 2.5 km. from the school, and cannot provide sufficient parking for all students who decide to come with their own vehicle.

Students who bring cars to school are to park them in the designated "student parking area" at the west side of the school, leaving the first two rows for staff. Car doors should be locked at all times. The school will not be responsible for any damage to a student's car while parked on school property. Students are expected to drive their vehicle in a safe and responsible manner. Any student who does not drive accordingly will lose his/her parking privileges at school.

**STUDENTS ARE NOT TO SIT IN THEIR CARS DURING THE SCHOOL DAY OR PLAY MUSIC FROM THEIR CAR SO THAT IT MAY BE HEARD WHILE STANDING OUTSIDE.** Students who violate these guidelines will be prohibited from driving to school. The school reserves the right to search student vehicles, parked on school property, if needed.

## *P3 PATHWAYS PREPARATION PROGRAM*

Saint Michael Catholic High School offers P3 as an after-school program to address the curricular needs of students in Grades 9-12. P3 allows students the opportunity to practice their literacy and numeracy skills, develop test-taking strategies, upgrade study skills, and receive direction on potential pathways from a teacher-mentor. The program also provides support to students wishing to improve their current academic standing.

P3 is available Monday to Friday from 2:45 p.m. to 4:00 p.m. in the Saint Michael Information Centre (SMIC).

## *PAY PHONE*

There is a pay phone located in the main entrance, and by the Supported Learning Class (room 106) for the convenience of all students. Students are asked to keep calls brief and are reminded that phone calls are **NOT TO BE MADE DURING CLASS TIME**. Further, students are NOT permitted to use the phones in the attendance office for personal calls. The attendance phone may be used for emergency calls only.

## *PLAGIARISM*

Students are expected to properly reference any materials that they use in their work in the interests of academic honesty and integrity. See the back of the MLA guide for school policy concerning plagiarism and refer to Academic Integrity.

## *PRINTING*

Students are provided with 50 free sheets of printing per school year. If a student wishes to use our printing devices for more than 50 sheets, there is a cost of $0.10 per copy. Students are monitored using a software system. Payments to increase the student allotment may be paid through the Saint Michael Information Centre (SMIC).

## *RELIGION*

To fulfill the Niagara Catholic District School Board mandate of "providing a Catholic education which fosters and directs the spiritual, intellectual, aesthetic, physical and social enrichment of all students thus enabling them to live and contribute as responsible Catholic citizens of our society," all secondary students of Niagara Catholic are expected to achieve the various religious curriculum expectations of our system. All secondary students within Niagara Catholic must study Religion in

each year of their secondary education and successfully complete the course. Students are expected to participate in compulsory yearly retreats, complete Christian Community Service hours and participate in all Board and school religious celebrations, events and activities as established by the Board and the school. Failure to do so may result in not being invited to participate in secondary school graduation ceremonies.

## *SAINT MICHAEL INFORMATION CENTRE (SMIC)*

The Saint Michael Information Centre exists to serve the needs of all. The Information Centre (SMIC) offers access to a variety of print and electronic resources such as periodicals, magazines, journals, reference texts, CD-ROMs and the internet. Use of the internet is to be dedicated to educational research and is to be used responsibly. Also, a variety of software programs are available for use on network computers in the SMIC. Photocopy and printing services are available for a nominal fee.

The facilities are available from 7:45 a.m. to 3:30 p.m. on most days. Overdue materials are subjected to a fine of 25¢ per day. Students will be responsible for the replacement cost of lost or damaged items. It is expected that student deportment in the Saint Michael Information Centre (SMIC) will be conducive to an atmosphere of study. The SMIC exists as a resource for the benefit of the entire Saint Michael Community and any behaviour deemed detrimental to such a goal can result in the suspension of student privileges and the withholding of final grades, semester report cards or transcript requests.

## *SIGNS OF AFFECTION*

Students engaging in inappropriate physical signs of affection will be reminded that this behaviour is unacceptable in a school setting and counselled towards appropriate behaviour.

## *SMOKING POLICY*

Smoking is hazardous to your health. Smoking, or even holding a lit cigarette, anywhere on school property is against the law, specifically the Tobacco Control Act. Grade 11 & 12 Students who do smoke must do so off school property, on the sidewalk at the far west of the school beyond the painted line. Smoking between classes and or during class is strictly prohibited and will result in suspension from school.

The Tobacco Control Act applies to everyone (staff, students, parents, and visitors) at anytime (24/7) anywhere (school, parking lot, cars in parking lot, sports field, driveway)

Any student who smokes on school property, between classes and/or during class, will be brought to the office. The student will be referred to the Principal/Vice-Principal and his/her name is entered on a record for smoking violations. The Principal/Vice-Principal will discuss this offence with the student and will contact the Niagara Public Health Department to report this violation. Students over the age of 16 years will be fined $305.00. Students under 16 years of age will be summoned to court and must be accompanied by their parents/guardian on the scheduled date. The fine will be determined at that time by the Justice of the Peace. Selling, supplying or sharing cigarettes with anyone under 19 can result in a minimum fine of $365.

This school follows a two-step policy. The first offence will result in an automatic 3-day suspension. In addition, the student's name will be forwarded to the Tobacco Enforcement Officers, which may result in either a summons or fine. The second offence will result in a 5-day suspension form school and a fine administered by the Tobacco Enforcement Officers. The Tobacco Hotline at (1.888.505.6074, ext. 7393) is available if there are any questions.

Grades 9, 10 and 11 students are prohibited from being in the smoking area and may be suspended from school.

# SAINT MICHAEL POLICIES & PROCEDURES

## *SOUND PRODUCING EQUIPMENT*

Sound-producing equipment may distract the learning environment of other students and is not allowed in the school (Ipod's, MP3 players, or cellular phones). Digital watches (set to beep) are to be turned off while in school. These items may be confiscated and returned at a later date. Ipod's may be worn in the cafeteria during one's lunch or spare.

## *STUDENT DROP-OFF / PICK-UP*

At Saint Michael we understand that not every student is bussed or walks to school and at intervals during the school year a student may need to be picked-up or dropped-off at School. Parents are asked to respect the traffic route established at Saint Michael by entering our 'Kiss-and-Ride' zone at the east entry of Saint Michael and leaving the school at the west exit. This 'Kiss-and-Ride' zone is a one-way traffic route. At no time are cars to be parked in this zone as this represents a potential saftey and congestion issue. To aid with congestion and the natural flow of buses, where possible, drivers are asked to exit the school and to travel west on McLeod Road towards St. Michael Ave / Garner Road.

## *SURVEILLANCE CAMERAS*

The installation of the cameras was a proactive step to deter vandalism, theft and violence, while helping to ensure a safe environment within the school. The use of the cameras has created a heightened awareness among students of their role in the creation of a safe school environment. The cameras were installed as part of the NCDSB's overall security strategy and complement other initiatives under the provincial Safe Schools Act. The cameras run 24 hours a day and record activity in public areas in the school. Recorded activity is reviewed as needed.

## *TEXTBOOKS/MATERIALS*

Students are financially responsible for lost, stolen or damaged textbooks assigned to them. Students who owe replacement fees must make restitution prior to the end of the semester. Failure to do so will result in the withholding of schedules and requests for transcripts. This policy also holds for team uniforms and equipment.

## *THREAT AND RISK ASSESSMENT / FAIR NOTICE*

The general purpose of a student threat assessment team in school jurisdictions is to assist in creating and maintaining an environment where students, staff, parents and others feel safe. The primary purpose of a multidisciplinary threat assessment team is to identify indicators that suggest a student may be moving on a pathway of justification to use violence and to intervene in such a way to decrease the risk, prevent injury to self or others and assist the student in receiving the help he or she needs to address the issues contributing to the high-risk student behavior.

All threatening and high-risk behavior must be taken seriously and student engaging in the behavior must be assessed accordingly. Any student engaging in threatening and/or high-risk behaviors must be brought to the attention of the Principal / Vice Principal of the school. In the majority of the cases, the threat maker needs to be protected from the target; this is due to the prior victimization that the threat has previously experienced.

For more detailed information on Threat and Risk Assessment, please refer to the Board website at www.niagaracatholic.ca and proceed to the Procedures and Protocols, Police and School Board Protocol section under the Board tab.

# SAINT MICHAEL POLICIES & PROCEDURES

## *UNIFORM POLICY*

For a complete reference to all policies please access the Board website www.niagaracatholic.ca Uniform policy is stated to assist students to meet the expectations, and to inform parents. A general policy cannot detail all possible situations. The Administration will interpret the application of the general policy to any particular situation and their decision is final.

Students who travel to another school within the board to take a course must comply with the uniform policy of the teaching school.

***STANDARDIZED SECONDARY STUDENT UNIFORM COMPLIANCE***

Niagara Catholic's secondary uniform requires that all students arrive at school daily and/or for special school related community events dressed in the required secondary uniform. Compliance by all secondary students registered with Niagara Catholic is expected as determined by the Principal or Vice Principal. As determined by the Principal or Vice Principal, students who do not comply with the secondary uniform expectations will be consequenced according to school guidelines and will either:

- prohibit the school registration as a secondary student;
- loss of privilege to wear an approved uniform item; or
- result in progressive disciplinary consequences.

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic secondary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools' Superintendent. At a minimum and in addition to the following, if the secondary student is not in compliance with the secondary uniform, parents and guardians will be contacted to bring the required uniform item(s) to school.

***PROGRESSIVE DISCIPLINE***

Written or verbal communication by the teacher, Vice Principal, Principal or designate to parents or guardians regarding the breach of the Board's Secondary Uniform Policy. The communication will outline the following consequences for further non-compliance:

- loss of school privileges, and/or;
- student receives detention/age appropriate discipline assignment, and/or;
- parents or guardians are contacted to pick up the student from school, and/or
- student will be suspended in the event the student attends without proper secondary uniform attire.

Repeat infractions will result in a meeting between the student, parents or guardians and the school Principal or Vice Principal to review expectations of all secondary students in the Board.

***ADMINISTRATIVE GUIDELINES***

1. It is the expectation that all secondary students, parents and guardians within the Niagara Catholic District School Board comply with the expectations of the Secondary Uniform Policy and Administrative Guidelines.

2. Compliance with the Niagara Catholic Secondary Uniform Policy and Administrative Guidelines is a condition of registration and attendance in a secondary school within the Niagara Catholic District School Board.

3. The Principal, in consultation with the Catholic School Council, will annually review the secondary uniform items as part of the Student Code of Conduct.

4. The secondary uniform requirements and expectations will be communicated annually to all families through school agendas, newsletters, school website or correspondence from the school Principal.

5. It is the expectation that students wear the secondary uniform properly and in compliance with expectations from home to school; throughout the school day; from school to home; and at all activities and events as representatives of the school and/or Board.

6. Commencing September 2012, all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the uniform. Advertisement on any school-based uniform is prohibited.

7. No advertisement of any kind is permitted on any secondary uniform.

8. Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents and guardians. All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, hair style and colour apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group or culture or which contains an offensive or inappropriate message, advertisement or slogan.

9. All students are expected to wear the secondary uniform when on field trips unless approved by the Principal.

10. Appropriate dress may be required for specialized activities or work experiences. Appropriate dress for these activities will be determined by the Principal in consultation with the classroom teacher. Notification to students, parents or guardians regarding appropriate dress for specialized activities will be communicated in advance.

***GENERAL PRINCIPLES***

- Students will cooperate with the school's uniform policy at all times.
- Students will be in uniform all day, everyday, from arrival to departure excluding designated days as determined by the Principal of the school.
- The only shirts, sweaters, and pants or skorts that students will wear are the official school uniform items supplied for the specific school.
- Students will be neat in appearance and wear uniform items properly.
- Students will keep uniform items clean and in good repair.
- Students will wear clothing that is sized appropriately: neither too large nor immodestly tight.
- Students who have outgrown their uniform items are expected to replace them.

***SPECIFIC UNIFORM ITEMS***

**SWEATER:** Only uniform sweaters/vests embroidered with the school logo are to be worn. The uniform sweater is not to be worn around the waist or shoulders.

**ZIP & GRAD HOODIES:** The Saint Michael Zip Hoodies can be worn by any student in any year. Students are not permitted to have the hood of their hoodie on while in school. The same applies for the Grad Hoodie. Zip hoodies are not to be embroidered in any way (hood or sleeve). Grad Hoodies can be embroidered with acceptable insignia. Grad Hoodies with inappropriate embroidery will be confiscated by the office.

# SAINT MICHAEL POLICIES & PROCEDURES

**SHIRT:** Uniform shirt, either polo or white oxford, with embroidered school logo. Oxford shirts must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. The new shirts, with the logo at the bottom, that have been designed to be worn untucked may be worn as such; the older shirts with the logo at the top of the shirt must be tucked in.

**UNDERSHIRTS:** Only short-sleeved PLAIN WHITE t-shirts are permitted under the school shirt. Plain means "without any decoration or text." The length of the sleeve of the undershirt must not exceed the length of the sleeve of uniform shirt.

**TURTLE NECK SWEATERS:** The turtleneck may be worn as an individual uniform item or underneath long sleeved shirts. They are not to be worn under short-sleeved shirts.

**PANTS:** Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. School pants that have been improperly altered (i.e. slits) may not be worn until the problem has been corrected. The waist is not to be rolled down. Pants are to be done up at the waist and worn at the proper height. Socks must be neutral in colour and not a distraction. Socks must be worn at all times.

**PHYS-ED UNIFORM**
Proper Saint Michael Physical Education attire is to be worn on all days including alternate dress days.

**SKORT:** The skort must be properly hemmed no shorter than 8 cm from the middle of the kneecap. Uniform tights, or knee-high socks, must be worn with the school skort. Girls who have rolled, outgrown, cut or altered the skort in any way will be requested to wear school pants until the problem has been corrected. After the first offence skorts must be lengthened to meet the length requirements. Approval from administration must be granted prior to wearing the skort again. Repeated skort violations will result in skort privileges being removed for the year.

**SHORTS:** Shorts are NOW part of the school uniform. Shorts are to be buttoned and worn so that the school crest is visible. Shorts may be worn from September until October during semester 1 and from April until the end of June. Socks must be neutral in colour and not a distraction. Socks must be worn at all times.

**SHOES:** Only low cut, solid black dress shoes or oxfords are deemed acceptable. The shoes must be able to accept polish. Laces must be black and plain. The shoes must have a full back and closed toe. Sandals, flip-flops, clogs and other styles of slip on shoes are deemed unacceptable. Dress shoes must be worn at all times in the building, including lunchtime. If a student requires orthotics they must be placed in a black dress shoe. Black running shoes are NOT permitted. Specific questions about appropriate footwear, type of style, should be directed to the secondary school Principal or Vice-Principal.

Please refer to the following graphic if there is any question about the appropriateness of footwear PRIOR to making a purchase. Specific questions about appropriate footware, type of style, should be directed to the school Principal or Vice-Principal.

# SAINT MICHAEL POLICIES & PROCEDURES

***ITEMS THAT MAY BE WORN WITH THE UNIFORM***

**BELTS:** No distracting buckles are permitted.

**RESTRICTIONS:**

**BANDANNAS:** Prohibited and will be consiscated.

**BODY PIERCING:** Visible body piercing such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited.

**HATS/HOODS:** May not be worn inside the school building.

**OUTER CLOTHING:** Students must remove outer clothing as soon as possible after arrival to school, and put outer clothing on as late as possible when about to depart from school.

**JEWELRY:** Must be neat, respectable, inoffensive, non-distracting and coordinate with the school uniform. Spiked or studded bracelets, necklaces, earrings, chains and expanders, are considered safety hazards and are not permitted at any time.

**HAIR AND MAKEUP:** Must be styled in a way that is not distracting or conspicuous. Only natural hair colors/styles will be deemed acceptable. The face must be fully visible and the eyes not covered. Mohawk haircuts, shaved symbols or designs are not allowed.

**TATTOOS/BRANDING**: Visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate messgae, advertisment or slogan are prohibitied.

**TEAM/CLUB SHIRTS**
It is customary at Saint Michael to permit a variety of groups to wear non-uniform items on the designated spirit wear day.

**REQUESTS FOR OUT OF UNIFORM SLIPS**
Students are to report to the office, prior to the beginning of the day, to receive an out of uniform slip. A note from a parent must accompany the request. Requests, for medical reasons, to wear non-uniform shoes for an extended period must be accompanied with a note from a doctor and the shoes that are worn in lieu of the dress shoes are to be black. All requests must be adressed to the appropriate vice prinicpal.

**UNIFORM DONATIONS**
Donations of uniform items are accepted from students and families who no longer require the uniform due to graduation or the changing of schools. There are a number of students in financial need who can not afford the uniform items, or who may have part of their uniform become unwearable during the day and require a change of clothes. Donations to help these students are appreciated. Please drop the donations off at the Supported Learning Centre.

***UNIFORM SUPPLIER***
The official uniform supplier, for both the regular school uniform and the phys-ed uniform, to Saint Michael Catholic High School is Maddalena Uniforms, which operates out of the Mustang Spirit Shop in the atrium of the school. Uniform information is also available through the website: www.maddalena-uniforms.com or by calling 1.877.553.9991.

***Hours of Operation: Every Monday, 10:00 a.m. until 2:00 p.m.***

***OPTIONAL UNIFORM ITEMS***

Designated Board uniform suppliers will make available for purchase optional sweaters, hoodies and turtlenecks as part of the secondary school uniform. These items are not mandatory and can supplement the minimum uniform items required of every secondary school student. Non-mandatory optional items are determined by the Principal in consultation with the Catholic School Council. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design is made available for purchase. The original sweater or hoodie design will be grandfathered and permitted to be worn as part of the secondary uniform.

To assist with uniform item purchases throughout the year, the following will be implemented with Board uniform suppliers and in every Niagara Catholic secondary school:

5.1 Uniform suppliers will provide a percent return to assist initial purchases.

5.2 Uniform Suppliers will provide discounts to families with more than two (2) children or a family spending more than $100.00 per purchase for elementary and/or secondary uniform items.

5.3 All secondary schools will, with the voluntary assistance of Catholic School Council members set up annual or semi-annual “Uniform Trade Days”.

5.4 All secondary schools will, with the voluntary assistance of Catholic School Council members facilitate donations of outgrown uniform items.

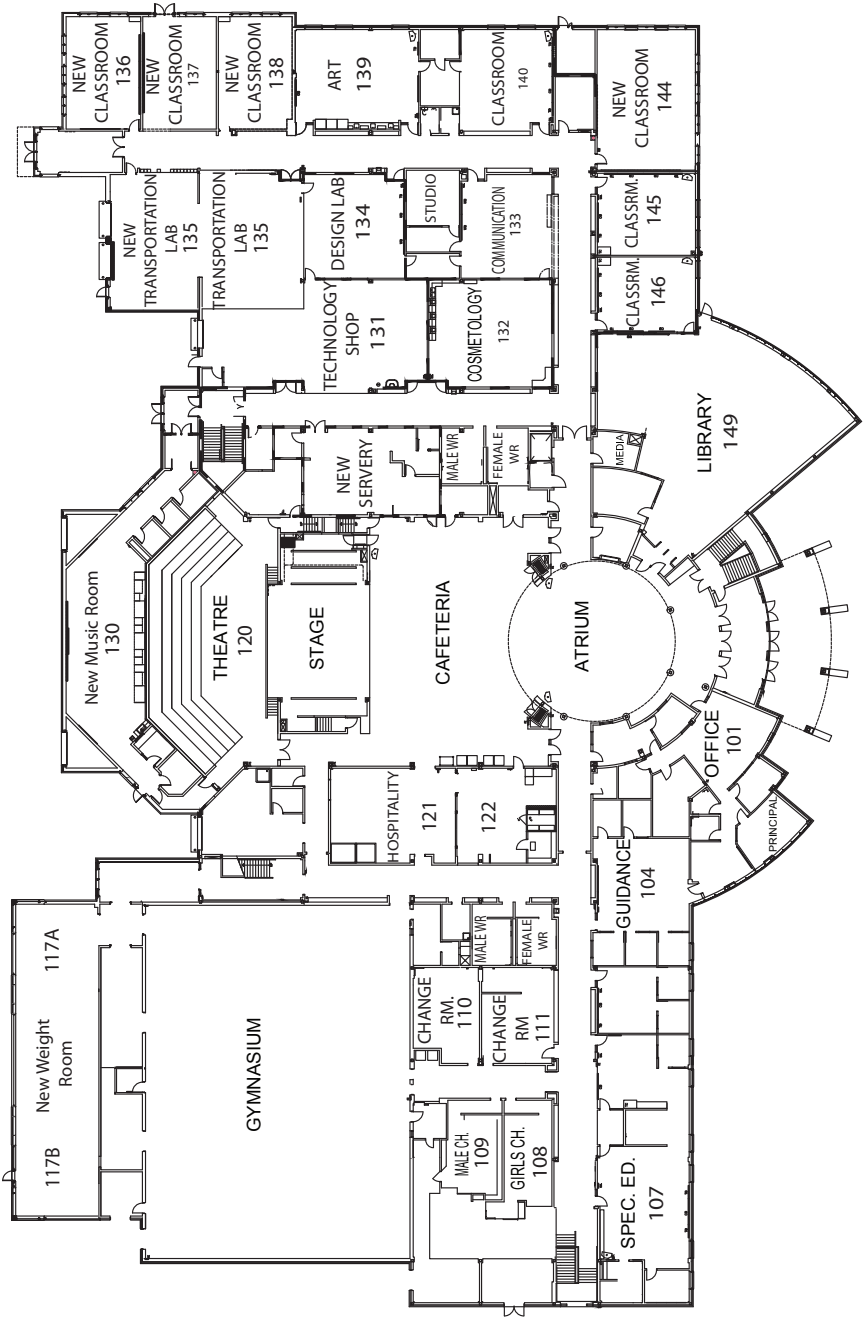
## *VACATIONS*

Vacations during academic time are discouraged. Students and parents must recognize that such vacations will not forgo the daily expectations of the classroom and that all tests quizzes and other evaluations must be completed as per the arrangements made with the classroom teacher. Please refer to our Attendance Policy with regards to vacation protocols. Final exams will not be altered to accommodate vacations.

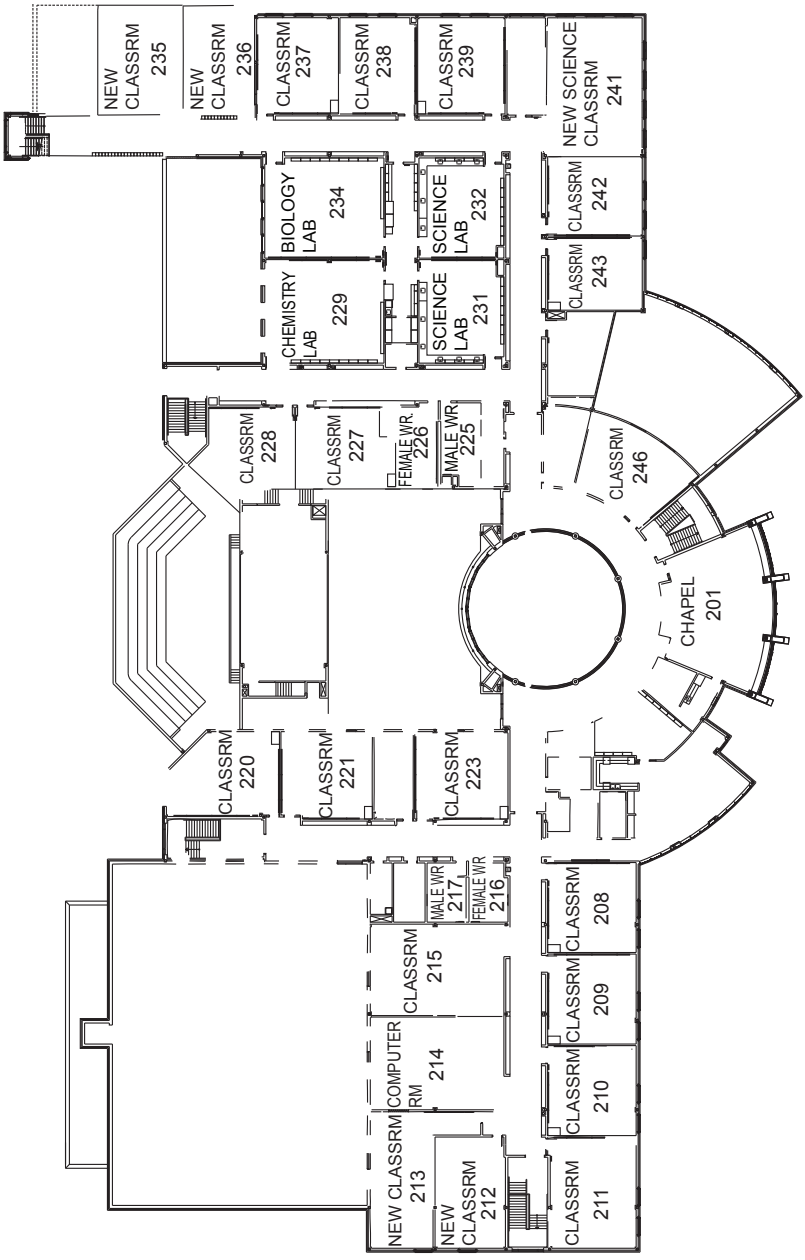
## *VISITORS*

Visitors must report immediately to the main office. Failure to do so may result in charges of trespassing. Visitors will be issued a visitor pass, which must be displayed while in the school.

# FIRST FLOOR


NEW CLASSROOM 136
NEW CLASSROOM 137
NEW CLASSROOM 138
ART 139
CLASSROOM 140
NEW CLASSROOM 144
NEW TRANSPORTATION LAB 135
TRANSPORTATION LAB 135
DESIGN LAB 134
STUDIO
COMMUNICATION 133
CLASSRM. 145
CLASSRM. 146
TECHNOLOGY SHOP 131
COSMETOLOGY 132
LIBRARY 149
MEDIA
NEW SERVERY
MALE WR
FEMALE WR
New Music Room 130
THEATRE 120
STAGE
CAFETERIA
ATRIUM
OFFICE 101
PRINCIPAL
HOSPITALITY 121
122
GUIDANCE 104
117A
New Weight Room
117B
GYMNASIUM
CHANGE RM. 110
CHANGE RM 111
MALE WR
FEMALE WR
MALE CH. 109
GIRLS CH. 108
SPEC. ED. 107

# SECOND FLOOR



well done!
A+
MLA Format

SAINT MICHAEL MUSTANGS

# MONTHLY CALENDAR

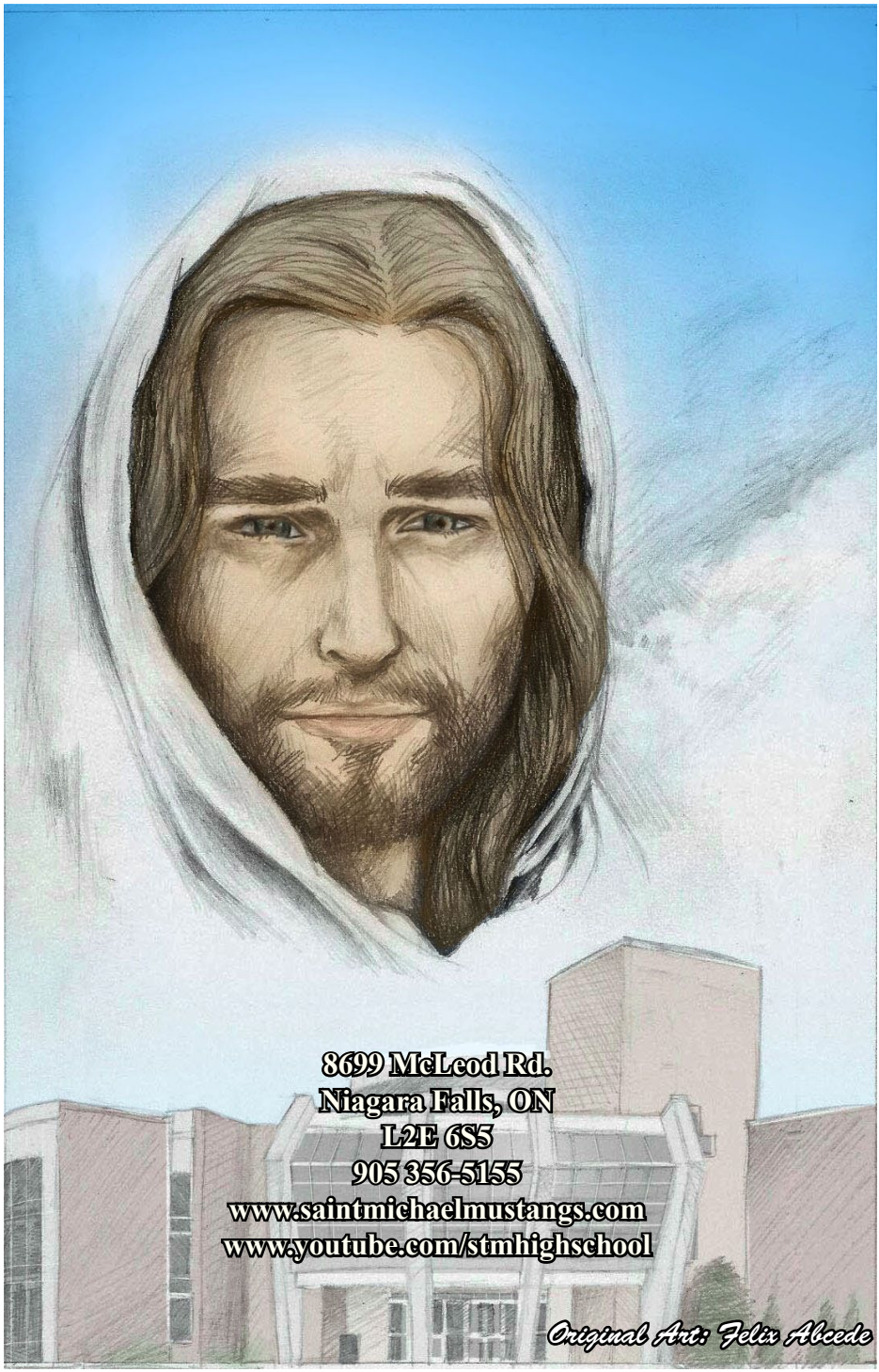
## 2014 / 2015

call
nick
905-

# Homework Planner

2014-2015

MUSTANG
athletics
MUSTANGS
Meridian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